

## MEAL CHARGES

In accordance with state and federal law, Grundy Center Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

Students have use of a meal account. When an account reaches - negative \$30.00, a student shall not be allowed to charge further meals, extras, or a la carte items until the negative account balance is paid. Families may deposit money online or by paying at the building office. Any returned checks will be debited to the family account.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Employees may use a charge account for meals, but may charge no more than \$10 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0. Families will be notified by email or letter if email is not available. Negative balances of more than \$50, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

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### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information were communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

Cross Reference:    710.1 School Food Program  
                             710.2 Free or Reduced Cost Meals Eligibility  
                             710.3 Vending Machine

Approved 5-17-17

Reviewed \_\_\_\_\_

Revised 7-17-19