

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Series 700

CODE NO.: 710.4

POLICY TITLE: MEAL CHARGES

In accordance with state and federal law, the Williamsburg School District adopts the following policy to ensure the 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, to prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the integrity of the nonprofit school nutrition program.

Payment of Meals: Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than two meals per student to this account. When an account reaches this limit, a student shall not be allowed to charge further meals until negative balance is paid. Ala Carte purchases will not be allowed with a negative balance. No students will be allowed to charge during the last two weeks of school in May. Families may add money to student accounts through on line payment system or through the school office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

Employees may use a charge account for meals, but may charge no more than \$2.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or ala 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 by email, low balance slip or phone calls. Negative balances at the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

MEAL CHARGES

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 was communicated to households and staff shall be retained.

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

DATE OF ADOPTION: **June 14, 2017**

DATE OF REVIEW:

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LEGAL REF.:

42 U.S.C. §§ 1751 *et seq.*

7 C.F.R. Pt. 210 *et seq.*

U.S. Dep't of Agric., SP 46-2016, Unpaid Meal Charges, Local Meal Charge Policies (2016)

U.S. Dep't of Agric., SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment (2016)

U.S. Dep't of Agric., SP 57-2016, Unpaid Meal Charges: Guidance and Q & A (2016)

Iowa Code 283A

281 I.A.C. 58