



Book	Policy Manual
Section	800 Operations
Title	Meal Accounts
Number	808.1
Status	Active
Adopted	November 1, 2007
Last Revised	April 30, 2018

Purpose

All students that attend Yough School District (YSD) are provided the opportunity to purchase breakfast and lunch at the school cafeteria in accordance with the National School Lunch Program (NSLP). The following guidelines shall be followed in instances where the student finds it necessary to charge their meal due to lack of funds on their account.[1][2]

Authority

The Board shall permit students to incur limited charges for meals and parents/guardians shall be contacted for payment. Unpaid meal charges for a student will become part of the student's financial obligations. Negative balances must be paid in full prior to the start of the next school year.

Guidelines

Parents/Guardians are solely responsible for providing their children with money for meals, or packing a meal from home. If for any reason a parent/guardian cannot afford to provide a meal for their child, free and reduced lunch applications are available online through our web site or in the school offices. A NSLP free/reduced meal application shall be sent home at the start of each school year. Applications should be submitted by the beginning of the school year but can be submitted any time during the school year.

Parents/Guardians and students are required to deposit money in their account so the adequate money is readily available to purchase school meals.

Parents/Guardians can deposit money by using the district's web site or by sending a check or cash to the school in a sealed envelope with the students name noted on the front or send a "check only" by mail to the Food Service Director. All NSF checks will be charged the current fee the Yough School District incurs from the Bank.

When a student comes through the serving line without the appropriate form of payment and/or no positive balance in his/her account, the Yough School District will utilize the following procedures:

- a. A student who requests a school meal must be provided with one regardless of whether the student has money.**
- b. When a student owes money for five (5) or more school meals, the school will make at least two (2) attempts to reach the student's parent or guardian and have the parent/ guardian apply for participation in the school food program.**

c. Communications regarding money owed by a student for school meals will be made to the student's parent or guardian and not to the student.

The School District will ensure the following:

a. A student who can not pay for a school meal or who owes money for school meals will not be publicly identified or stigmatized.

b. A student who cannot pay for a school meal will not be required to perform chores or other work to pay for a school meal.

c. A student will not be required to discard a school meal after it was served to the student due to the student's inability to pay for the meal or the amount of money owed by the student for prior school meals.

Refunds from student accounts are permitted only in the event that a student leaves the school district, or the refund is requested by a parent/guardian under special circumstances.

Graduating seniors are encouraged to bring their accounts to a zero (0) balance. If refunds are requested, the parent/guardian must e-mail or send a written request to the Food Service Director. The refund will be made either by cash or check and must be picked up by the parent/guardian at the food service office.

Balances from a senior's account may also be transferred to a sibling's account in the district. Balances for underclassmen will be carried over to the following year.

Negative Balances/Collections

1. Maintaining sufficient funds in the student's POS account, is the responsibility of the student's parent(s)/guardian(s). However, the YSD will notify parents/guardians via a weekly letter home with the student when their child **owes for five (5) or more school meals.**

2. All fees associated with collection activity in addition to the negative account balance will be the responsibility of the parent/guardians.

3. **If collection activities are still being utilized,** parents/guardians will be notified via registered mail no later than one (1) month before the start of school in the event that an insufficient balance remains from the previous year. **For balances no longer in the collection process, those balances will be deemed bad debt and a transfer from the General Fund will be made to cover those balances no later than the end of the school year.**

Donated or Gifted Funds

Donated or gifted funds may be transferred to the food service account or fund, at the appropriate time, to offset delinquent student meal accounts.

The Board of School Directors of the Yough School District directs the Business Manager and or his/her staff to enforce and administer food service policies and procedures.

Legal

1. 42 U.S.C. 1758
2. 7 CFR Part 245
- 24 P.S. 1335
- 24 P.S. 1337
- 7 CFR Part 210
- 7 CFR Part 215
- 7 CFR Part 220
- Pol. 103
- Pol. 103.1
- Pol. 808

