



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

Agenda Item 11-f

Recommendation for the approval of Policy EFB-R (Unpaid Meal Balances)

Unpaid Meal Balances

Sweetwater County School District Nutrition Services Department is committed to ensuring that all students have nutritious meals to support daily learning and social interactions, while remaining fiscally responsible. The purpose of this policy is to establish consistent meal account procedures throughout the District. ~~Families will be notified of the Unpaid Meal Charge **Balance** Policy in writing at the beginning of each school year or at the time the student is enrolled in Sweetwater County School District Number One.~~

~~The goals of this policy are:~~

- ~~• To treat every student with dignity at all times.~~
- ~~• To support positive and clear communication among staff, administrators, students, and parents/guardians.~~
- ~~• To establish age appropriate policies.~~
- ~~• To ensure parents and/or guardians assume the responsibility of meal payments.~~
- ~~• To establish a consistent district policy regarding charges and collection of charges.~~

Computer accounting is used for lunch, breakfast, and a la carte charges at all Sweetwater County School District Number One schools. All students will receive a Personal Identification Number (PIN). ~~that will remain the same as long as they are an enrolled student. Students may use their PIN numbers when purchasing any items from the cafeteria. Payments into accounts are made preferably before school and at breakfast. Payments may also be made during lunch service. Prepayments for student meals may be made at the student's school or the Central Administration Building by depositing cash or check into a student's account. For a fee, credit card payments can be made online through the Nutrition Services website links.~~

~~“Loaners” are reimbursable meals a student can charge to their meal account when their account has insufficient funds to cover the cost of the meal. A “loaner” becomes a negative debt on the student's account that must be repaid. The purpose of this loaner policy, which is to be adopted by all schools in the District, is to be proactive in parent notification in an effort to control negative balances. Parents and/or guardians are responsible to maintain their child's account throughout the entire school year. This policy is to permit the receipt of reimbursable meals only. There are no provisions to allow loaner balances for any a la carte items. Each student may receive loaner meals up to a maximum amount of negative \$15.00.~~

Notification:

Families will be notified of the Unpaid Meal ~~Charge~~ **Balance** Policy in writing at the beginning of each school year or at the time the student is enrolled in Sweetwater County School District Number One.

If a student/employee's account reaches a negative balance the following will occur:

- The family will receive a phone call through the district automated system daily until the balance due is paid.
- Notify and/or work with principals and school counselors to understand the student and parent's situation to determine if a free/reduced application is needed.
- **When a student shows a pattern of a negative balance, the Principal and/or School Counselor will be notified to evaluate individual student circumstances to provide further options.**
- If a student has a negative account balance owed as of the last day of school, sibling's accounts will be reviewed to determine if money can be transferred from one sibling or sibling's accounts to another to cover the debt.
- If a student is a child of a SCSD#1 employee, any negative balance remaining on the last day of school shall be deducted from the parent/employee's June paycheck.
- District employees can carry no more than \$10.00 in unpaid charges for meal plans. If an employee has a negative meal account balance as of the last day of school /employment, the balance due shall be deducted from the employee's final paycheck.
- Should a family move from the district with a negative family balance, the accounts associated within that immediate family will be sent to collections in the parent's name.
- ~~A repayment plan must be agreed upon for negative accounts and signed by the parent/guardian.~~
- ~~If a payment from the agreed upon plan becomes 45 days delinquent, said account will be turned over to collections.~~
- Accounts that have received a **2 non-sufficient funds (NSF)** ~~NSF (non-sufficient funds)~~ checks **in a calendar school year**, will be changed to a cash only account. The business office will attempt to redeposit the check one time and will notify the responsible party of the NSF check.
- ~~Notify and/or work with principals and school counselors to understand the student and parent's situation to determine if a free/reduced application is needed.~~ Moved up
- ~~Schools can deny a meal to a student who pays full price for meals and who does not provide the required payment for the meal and the maximum negative \$15.00 has been reached (students and parents have received 5 written notices by this time).~~
- ~~**When a student shows a pattern of a negative balance, the Principal and/or School Counselor will be notified to evaluate individual student circumstances to provide further options.**~~ Moved up

If a family is determined to have qualified for free/reduced meals after accruing a negative balance, **the family is responsible for repaying the accrued previous debt.** a repayment plan will be put into place to assist in the repayment of the previous debt.

Elementary Schools (K-6)

When the student's account balance reaches below \$5.00 or less, the cashier will verbally remind the student that they need money in their account when they come to the cashier. The family will receive a phone call through the district's automated system daily until the balance owed is paid. Negative accounts will be documented each week and a note will be sent home with the student.

When the student reaches a negative balance of \$5.00 or more, the student will be required to phone parents/guardians to inform them that they need lunch money.

If a student reaches a negative balance of \$10.00, the Nutrition Services Secretary or Director will contact the parents/guardians to inform them that the student will need to bring lunch money. They will also be notified that they are nearing the limit of negative \$15.00 and at which time they will not be provided a meal through food service.

~~If a student reaches a negative balance of \$10, the Nutrition Services Secretary or Director will contact the parents/guardians and inform them that the student will need to bring lunch money or bring a lunch for the next day.~~

~~If a student reaches the maximum negative \$15.00 limit, the Kitchen Manager will notify the Principal/Designee, and the Principal/Designee will contact the parent/guardian.~~

Secondary Schools (7-12)

When the student's account balance reaches below \$5.00 or less, the cashier will verbally remind the student that they need money in their account when they come to the cashier. The family will receive a phone call through the district's automated system daily until the balance owed is paid. Negative accounts will be documented each week.

~~When the student's account balance reaches \$5.00 or less, the cashier will verbally remind the student that they need money in their account when they come to the cashier. Students will be reminded of low balances until the student's account reaches negative \$10.00 or more.~~

If a student reaches a negative balance of \$10.00, the Nutrition Services Secretary or Director will contact the parents/guardians to inform them that the student will need to bring lunch money. They will also be notified that they are nearing the limit of negative \$15.00 and at which time they will not be provided a meal through food service.

~~If a student reaches a negative balance of \$10, the Nutrition Services Secretary or Director will contact the parents/guardians and inform them that the student will need to bring lunch money or bring a lunch for the next day.~~

~~If a student reaches the maximum negative \$15.00 limit, the Kitchen Manager will notify the principal and the principal will contact the parent/guardian.~~

If a student reaches the maximum negative \$15.00 limit, the Kitchen Manager will notify the Principal/Designee, and they will contact the parent/guardian.

Special Circumstances

Upon investigation and documentation, the principal may be able to complete a Meal Application on behalf of a needy student whose parents are unresponsive. This process will be reviewed on a case by case basis.

~~If the child continues to arrive at the school without a packed lunch or funds to purchase meals, and the parent has not worked with the Nutrition Services Director to develop a payment plan, the case may be considered for referral to the Department of Family Services.~~

Families are encouraged to apply for free/reduced meal benefits at any time throughout the year. If a family income changes, at any time, they are welcome to apply or re-apply for free or reduced price meals.

Collection:

~~Parents will be responsible for paying for student's meals and any charges incurred prior to submission of an application for free/reduced, if applicable.~~

Refer to Policy File: JN-R

Sweetwater County School District Number One may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid charge is paid, in accordance with W.S. 21-4-308. If it is determined, after six (6) months of effort to collect delinquent accounts, that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collections efforts may continue into the new school year. Documentation of collection efforts shall be maintained.