



Book	Policy Manual
Section	800 Operations
Title	Unpaid Meal Charges
Number	808.1
Status	Active
Adopted	April 19, 2017
Last Revised	February 21, 2018

Purpose

The Clarion-Limestone Area School District is committed to providing nutritious meals to all students. The district must establish consistent meal account procedures throughout the district. Unpaid charges place a financial burden on the food service department and school district. The goals of this policy are (PDE-010):

To establish a consistent and official district policy regarding meal charges and collection of charges.

To treat all students with dignity in the serving line regarding meal accounts.

To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible.

To establish policies that are age appropriate.

To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

Delegation of Responsibility

Food Service Department - Responsible for maintaining charge records and notifying the Business Manager of outstanding balances. The Food Service Department is also responsible for notifying the student's parent/guardian of low or outstanding balances.

The District - Responsible for supporting the Food Service Department in collection activities.

The Parent/Guardian - Responsible for making immediate payment.

Guidelines

Policy Administration -

Free and Reduced Students

Free lunch status students will not be permitted to have a negative account balance due to charging items. Free meal status permits a child to receive a free meal every day. A la carte items are not part of

the National School Lunch Program. (PDE-SNP-50) [1][2]

Reduced lunch status students will be allowed to have a negative account balance up to (5) five meals (breakfast and lunch combined) which will herein be referred to as the "account cap". Reduced status allows a student to receive meals at a price greatly reduced from the regular meal price.

All Other Students

All other students will be permitted to charge up to a maximum of (5) five meals (breakfast and lunch combined) as the account cap. A la carte items are not permitted to be charged by any student at any time. These meals will include any meal on the menu.

Communication regarding low or deficit balances will be sent to parents/guardians at regular intervals as needed.

When a student owes money for (5) five or more meals, the school will make at least (2) two attempts to reach the student's parent/guardian and have the parent/guardian apply for participation in the school food program.[1][2][3]

A student who requests a school meal will be provided with one regardless of whether the student has money.[3]

Balances Owed

Collection of balances owed will be attempted by the Food Service Department via letter/phone call to parent/guardian for students with negative balances throughout the year. All accounts must be settled by the parent/guardian before the last day of school. All unpaid balances will be turned over to the school district on or before June 30.

When a payment by check is returned for NSF, a letter will be sent to inform the parent/guardian from the Food Service Department. Payment for the NSF check must be in the form of cash or cashier's check. The amount of the original check will not be deducted from the student's meal account upon notice from the bank and a fifteen dollar (\$15.00) fee will be charged.

If there is no response within (30) thirty days to correct balances owed from charges or NSF checks by the parent/guardian, the Superintendent or his/her designee may take the following actions, unless or until prohibited by state law or regulation:

Referral to small claims court and/or District Attorney's office.

End of Year Charges

Charges not paid by the end of the year will be turned over to the school district on or before June 30.

All parents/guardians of seniors will receive a notice in May of remaining money in their point of sale account. They can request to move the money into a sibling's point of sale account or to elect to receive a refund. Refund requests will be made via check from the Food Service Department.

Each district cafeteria utilizes a computerized point of sale system with an online prepayment system. The system maintains a record of all monies spent by each student and is available online to the parent/guardian. Upon request, a printout will be sent to the parent/guardian. The Food Service Department will inform parents/guardians that meals can be paid for in advance to minimize the possibility that a child could be without meal money on a given day.

The Food Service Department may contact the parent/guardian by phone to request money for the purchase of meals or to encourage the parent/guardian to apply for free or reduced price meals.

Blocks on Accounts

A parent may request in writing that the Food Service Department place a limit or note on the child's account to prohibit purchases of certain items or at a set dollar cap.

Refunds

Graduating students: Students who are graduating at the end of the year will be given a refund per above established guidelines or transferred to a sibling's account.

Withdrawn Students/Unclaimed Funds: For any student who is withdrawn, a written request for any money remaining in a students' meal account must be submitted. An email request is also acceptable.

An unclaimed balance of a student's account shall be carried over to the next school year; unless the parent requests a refund on or before June 30 of the current school year.

- Legal
1. 42 U.S.C. 1758
 2. 7 CFR Part 245
 3. 24 P.S. 1337
- 42 U.S.C. 1751 et seq
42 U.S.C. 1773

Last Modified by Donna Smith on March 2, 2018

