

Webster County School District
JGHRD - Child Nutrition Department
Payment and Charge Policy

OCT 21 2019

WEBSTER COUNTY
BOARD OF EDUCATION

Student Charged Meals

FNS Instruction 796-2 (Rev. 3) lists bad debts as a non-allowable expenditure of Federal Funds. Therefore, losses or meals charged cannot be paid with Child Nutrition Funds.

In accordance with the recommendation on the charging of meals by the State Department of Education, The Webster County School District shall comply with the regulation as follows:

- A. Adults are not allowed to charge meals or solicit food from students.
- B. Students can charge meals as follows:
 - Charging a reimbursable meal will result in a negative balance on the student's account until funds are added to the student's account.
 - Students with a zero or negative account balance will not be allowed to purchase a second meal or a la carte items until the student's account is in good standing.
 - When a student brings money, that money will first be applied to the purchase of a reimbursable meal; any remainder money will then be applied to negative balances on the student's account.
- C. Charging will not be permitted after May 15th of the current school year to allow adequate time to collect student account balances.
- D. Negative account balances will be carried out as follows:
 - Negative Account Balance letters will be placed in homeroom teachers mailboxes weekly to be handed to the student.
 - Principals will also receive a weekly report of negative account balances.
 - Parent(s)/guardian(s) is (are) called once the amount reaches \$15.00.
 - If the amount reaches \$25.00, a letter is sent home to the parent(s)/guardian(s) requesting payment, and they will be encouraged to fill out a Free and Reduced Lunch Application.
 - If the amount reaches \$75.00, the parent(s)/guardian(s) will be contacted by the Superintendent, via phone call and/or visit to the home, requesting payment.
 - If the amount reaches \$100.00, a letter inviting the parent(s)/guardian(s) to the School Board meeting will be sent home. The parent(s)/guardian(s) name(s) will be listed on the Agenda with the amount owed.
- E. Failure to bring account into good standing within thirty (30) days will result in:
 - a) Further investigation by school counselors and/or principals.
 - b) Notification to appropriate state agencies including the Department of Human Services.
- F. If a senior's account is not in good standing as of May 10th, the administration may choose to prohibit the senior from participating in senior activities and/or graduation exercises.