

SGCS Meal Charge Procedures

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Smith-Green Community School Food Services is concerned whenever circumstances beyond a child's control, such as not having money on hand or in their lunch account, prevent the child from receiving a regular school meal. Meal charging is not encouraged, but we understand it may be necessary on occasion.

- Cafeteria purchases may be prepaid into individual food service accounts before meal services begins or paid as they receive meals. Deposits may be made by sending cash or check to school with student (for elementary put in an envelope marked with student's name, grade and teacher), pay online with SendMoneyToSchool.com, or send check in the mail.
- The only deductions made from prepaid accounts will be for the purchase of meals or other allowable food purchases in the cafeteria.
- In accordance with School Board policy, a student or staff member may charge for meals if his/her account has an insufficient balance to cover the charge. However, no account will be allowed to exceed a significant negative balance of \$25.00 as established in School Board policy.
- A student whose account has a significant negative balance may not charge or purchase "a la carte" items, including extra main course entrees.
- If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal patten, the cost of which shall continue to accrue to his/her significant negative balance.
- Parents will be initially notified by letter and/or phone call of a negative balance in their students account weekly. Negative balances are expected to be corrected upon the notification by school authorities. The Food Service Director will be responsible for making this initial notification to parents. Low balance notices will also be sent home twice a week for elementary students.
- If an account balance remains negative seven (7) days after the initial notification, the Food Service Director will continue to contact parents weekly through phone calls, email, and/or letters.
- If the negative balance is not brought to a positive balance by June 30 of the school year in which the debt was incurred, the Corporation will take action to collect the unpaid debt by means of collection agencies or other legal methods deemed necessary by the Corporation.
- Debts which remain uncollectable after all the above efforts have been made shall be classified as bad debt and may be removed from accounts receivable in accordance with Board Policy 6151.
- If a student withdraws or graduates from the Corporation and has a positive balance of less than \$10.00, the balance may be receipted into the school lunch funds unless the parent requests a refund. If a student withdraws or graduates with a positive balance greater than \$10.00, the parent shall be notified by mail and given the option of receiving a refund within thirty (30) days. If no response is received within thirty (30) days, the account will be closed, and the funds will no longer be available. Unclaimed balances will be transferred to the school lunch fund.
- Parents can check their child's lunch account balance, activities or set up low balance notifications at SendMoneyToSchool.com. Parents can also call the cafeteria for lunch account balances at 693-1565.

This institution is an equal opportunity provider.