

**Policy Title: Meal Charges****Code No. 701.2**

In accordance with state and federal law, the Colfax-Mingo Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

**K-6<sup>th</sup> Grades Procedure:**

1. Printed balance notification sent home with students \$5.00 or below daily
2. \$0.00 balance or below, students will not be allowed to charge an extra entrée, an extra milk or a la carte
3. Phone call made to parents/guardians by the nutrition department at -\$5.00 or below daily
4. If no response at -\$25.00, building principal or district designee contacts parents/guardians and makes arrangements for lunch. Suggestions include cold lunch from home or cash.

**7-12<sup>th</sup> Grades Procedure:**

1. Printed balance notification sent home with students \$9.00 or below daily
2. \$9.00 balance or below, cashier verbalizes balance to the student
3. \$0.00 balance or below, students will not be allowed to charge an extra entrée, an extra milk or a la carte
4. \$0.00 balance to -\$15.00, students will be allowed to charge one meal per day (approximately 5 meals)
- 5- -\$15.00 or below, students may pay cash in the office or bring a cold lunch from home until funds are deposited into the student's account

Money must be available in a student's account in order for extra meals, extra milks or a la carte to be purchased. This applies to all students, including students from families participating in the free and reduced meal program.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

**Staff**

Employees are expected to pay for all meals in a timely manner. At -\$5.00 or below, employees may pay cash in the office. Negative balances must be paid at the end of the school year.

**Notifications**

For parents/guardians providing an email address, an email will be sent from the school district notifying parents/guardians of their student(s) low balance on a daily basis until funds are deposited into the student's account. For parents/guardians not providing an email address, a printed balance notification will be sent home with students as stated above.

### **Negative Account Balances**

Negative student balances will be carried over to the following school year. These negative balances must be taken care of prior to the start of the school year as a part of the school registration process. Parents/guardians with negative student accounts will be asked to send lunch from home until negative balances have been paid or a payment schedule has been arranged.

Free and Reduced Price Meals application is available to parents/guardians if at any time a parent/guardian believes they may qualify for free or reduced lunches under the federal guidelines. Parents/guardians may contact the building secretary or the school business office for further assistance.

The school district and the nutrition service department reserve the right to take any other reasonable action, including legal action, to collect the balance due in any student's account. At - \$35.00, accounts may be forwarded on to a collection service for recovery.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.