

## **AUXILIARY SERVICES — Series 700**

### **701 Nutrition Program**

#### **701.05 Meal Charges**

In accordance with state and federal law, the West Branch 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.

#### **Payment of Meals**

Students have use of a meal account. Students deposit money into their school meal account as needed at the office of the building level secretary or through the online payment system. When a balance reaches \$0.00, à la carte charges, including the charging of milk or juice individually, are not allowed.

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.

Employees may use a charge account for meals, but may not accrued a negative balance to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

#### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified by email of their balance once the balance reaches \$10 per account. Families with a negative balance will receive a written notice from the district. Negative balances of more than \$40, not paid prior to end of the semester will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

#### **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.

Board Policy 701.05

Adoption Date: July 31, 2017

Review Date: June 8, 2020  
May 8, 2023  
June 9, 2025

Revision Date: May 8, 2023

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*  
7 C.F.R. §§ 210 *et seq.*  
U.S. Dep't of Agric., SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016).  
U.S. Dep't of Agric., SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016).  
U.S. Dep't of Agric., SP 57-2016, Unpaid Meal Charges: Guidance and Q&A (2016).  
Iowa Code 283A.  
281 I.A.C. 58.

Cross Reference: 701 Nutrition Program  
701.03 Free or Reduced Cost Meals Eligibility  
701.04 Vending Machine