

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. This is a debit account and is used to pay for breakfasts and lunches, additional meals, additional milk and a la carte foods. There should be enough money in a student's account to cover what is being purchased. 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, á la carte charges, including the charging of juice individually, are not allowed. Should a student's account show a negative balance of -\$20 or more they will be allowed to charge only a regular breakfast and/or lunch. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Employees may use a charge account for meals, but may not accrue a negative balance of -\$30.00 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 student in the family, and every day after that until the account has been paid. Families with a negative balance will receive a written notice from the district. Negative balances 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.

Adoption Date:	July 31, 2017
Review Date:	May 8, 2023 June 9, 2025 July 13, 2026
Revision Date:	May 8, 2023 July 13, 2026
Legal Reference:	42 U.S.C. §§ 1751 <i>et seq.</i> 7 C.F.R. §§ 210 <i>et seq.</i> 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