

5500 FOOD SERVICES

5506 INDIVIDUAL FOOD SERVICE ACCOUNTS

Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias, **which ensure the identity of each student is protected.**

The District may permit students to charge a meal, impose a limit on charged meals, and/or offer a reimbursable or alternative meal when the student forgets or loses his/her money or when his/her account has insufficient funds. Appropriate modifications to an alternative meal shall be made when required by the student's documented special dietary need.

This policy and any applicable administrative procedures shall be posted on the District's website; printed in the student handbooks provided to parents/guardians at the commencement of each school year or when a child enrolls in the District after the commencement of the school year; provided when a parent/guardian is notified of a negative balance; and communicated annually to building principals, food service personnel, other appropriate school staff, and contracted food service providers and personnel.

Collection of Unpaid Meal Charges -

Reasonable efforts shall be made by the District to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

The Superintendent or designee shall develop ~~and disseminate~~ administrative ~~procedures regulations that establish procedures~~ to control school meal accounts. Said administrative ~~regulations and~~ procedures shall be adhered to by the Food Service Management Company, who shall be responsible, financially and otherwise, for carrying out said ~~regulations and~~ procedures.

Administrative ~~regulations~~ **procedures** should include the following:

1. Procedures for collecting money for individual student accounts which ensure the identity of each student is protected **if required by FERPA or other applicable laws.**

2. Method in which ~~students and~~ parents/guardians are notified **in writing** when the student's account reaches a specified level, said level being not more than ten dollars (\$10.00), **so that the parents/guardians can add additional funds to the account.** At least one (1) advance written warning shall be given to the ~~student and~~ parent/guardian.
3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds. **A student's parents/guardians shall be notified in writing when the student's account reaches a negative balance, with said notice to include a description of the consequences for failure to make payment.** In the event that in excess of ~~ten~~ **twenty** dollars (\$20.00) is owed on a student's account, the student ~~shall~~ **may** be provided with **an alternative meal, only a basic lunch,** with the contents of said ~~basic lunch alternative meal~~ (to be determined by the District's Food Service Management Company **and to comply with a student's documented special dietary need**) until such time as the student's account is ~~made current~~ **paid in full unless the student has cash to pay for a regular meal on a particular day, in which case the regular meal shall be provided to the student.** In the event a student begins to receive an alternative meal because his/her account balance is in excess of \$20, the student's parents/guardians shall be advised the student is receiving only an alternative meal; the reason the student is receiving only an alternative meal; and that the student will continue to receive only an alternative meal until the student's account is paid in full unless the student has cash to pay for a regular meal on a particular day, in which case, the regular meal shall be provided to the student. ~~In the event that in excess of thirty dollars (\$30.00) is owed on a student's account, the student shall be required to bring his or her own lunch and shall not be provided a meal by the Food Service Management Company or the District until such time as the student's account is made current.~~
4. When a student's account reaches a negative balance, he/she shall not be permitted to charge ala carte items or second meals/extras but an ala carte item or second meal/extra shall not be denied to a student who has cash to pay for it.
5. Accounts shall be reviewed at least annually.
6. Procedures for collecting past due meal accounts shall include, but are not limited to, appropriate legal action and other means authorized by law. **When the District's Director of Business Services or his/her designee determines the delinquent debt is uncollectible and no further collection efforts will be made, the debt shall be reclassified as bad debt and shall be written off as operating losses.**

~~Students and parents/guardians shall be notified annually concerning the contents of this policy and District procedures.~~

1	Adoption Date	-	August 8, 2011
2	Revision Date	-	August 28, 2017
3	Review Date	-	
4	Legal Reference	-	
5	Cross Reference	-	Policy 5501, 5505, 5510, and 10615