

MEAL CHARGES

In accordance with state and federal law, the North Butler 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.

The North Butler Nutrition Program strives to meet the needs of all students through well balanced meals that meet all nutrition guidelines as prescribed by USDA School Food Authorities (SFA) regulations and the Iowa Healthy Kids Act of 2008.

Breakfast and lunch prices are calculated each year to meet financial requirements of the USDA. Free and Reduced price lunch and breakfast are available to all who apply and qualify for the program.

Payment of Meals

Families may add money to their nutrition account via online payments through Infinite Campus online parent portal or send money with the student to the building secretary for deposit to their nutrition account. Any returned check will be debited to the family nutrition account along with any bank fees.

All students have use of a meal account. When an account reaches a negative balance, purchasing ala carte items will not be 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 have use of a meal account, but will not be allowed to charge any amount.

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 of an outstanding negative balance once the negative balance reaches or 5 days of meals. Families will be notified by via email, telephone and/or letters will be sent home for families without email accounts. Negative balances of more than \$10.00, not paid prior to end of the school year 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.

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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.

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: 710.1 School Food Program
710.2 Free or Reduced Cost Meals Eligibility
710.3 Vending Machine

Approved 6/19/17

Reviewed _____

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