

Policy 710.04: Meal Charges

Status: ADOPTED

Original Adopted Date: 05/08/2017 | **Last Revised Date:** 02/10/2020 | **Last Reviewed Date:** 02/10/2020

In accordance with state and federal law, the Central Lyon 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 and staff members deposit money into their school meal account daily, weekly, monthly or by semester. All students and staff are assigned an account number. The student/staff member will key in their personal account number on a keypad and a school employee will monitor the computer to assure that the correct account is charged. Student/staff meal accounts must be kept at a positive balance at all times.

Exempt From Impact

A student who is approved for free meals cannot be denied a meal no matter what the balance is and a student, that has cash to pay the price of the meal that day, cannot be denied a meal even if the payment does not completely put the account in a positive balance. The cashier or building secretary will discretely notify students/staff when a low or negative balance is pending. Email notifications are sent out weekly. If the household does not have e-mail access, the household will be contacted by a phone call and/or by mail.

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. Students and parents will be notified with a memo and/or an email notification generated by the building secretary when the family meal account will be depleted in 5 days or less (or less than \$6.00).

If a lunch account reaches a negative balance of \$20.00 or more, the student will receive an alternate cold lunch. Students/staff will not be allowed to charge a second meal or ala carte item when the lunch account has a negative balance. This policy applies to both breakfast and lunch accounts. The alternate cold lunch will be served on a tray as all other students and be compliant with a reimbursable meal and be charge to the lunch account balance. Special diet accommodations must be made for students with doctor's instructions.

Since the HS charges the meal at the end of the lunch line, the servers will be notified which students are required to have the alternative meal and the servers will give them the alternative meal as they go through the line. In the EL/MS building the cashier is at the beginning of the line. These students will be required to pick up their meal in the EL/MS office which is located next to the cashier.

Delinquent accounts

Negative balances not paid prior to the 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.

Unpaid Student Meals Account

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

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.

It is the responsibility of the superintendent to develop administrative regulations for implementing this policy.

I.A.C. Iowa Administrative Code References

281 I.A.C. 58

Description

Education - Breakfast and Lunch Program -
<https://simbli.eboardsolutions.com/SU/i51xSaEHRJE2122jFRdvyuA==>

I.C. Iowa Code References

Iowa Code § 283A

Description

School Meal Programs -
<https://simbli.eboardsolutions.com/SU/P6NqvcDWKe0Z21QbrXR9ZQ==>

U.S.C - United States Code References

42 U.S.C. §§ 1751

Description

Public Health - School Lunch Program -
<https://simbli.eboardsolutions.com/SU/7n672RT0SLslshsw4ZqJA4QQ==>

Cross References

710.01

Description

School Food Program -
<https://simbli.eboardsolutions.com/SU/oAZyMnzZQU4r0dbgv7mOLA==>

710.02

Free or Reduced Cost Meals Eligibility -
<https://simbli.eboardsolutions.com/SU/ioplusJFqpn8TwrplusYtE9bUvXg==>

710.03

Vending Machines -
<https://simbli.eboardsolutions.com/SU/K6mHvsO82nmdg2oEB5Dwyg==>