WEST DELAWARE COUNTY COMMUNITY SCHOOL DISTRICT

Meal Charges Code No. 701.05

In accordance with state and federal law, the West Delaware County 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.

All meal purchases are to be prepaid before meal service begins. Students can make deposits to their accounts in the morning before the start of school. Money or checks will not be taken in the lunch line. Cash will not be given back to a student, even with a note. Parents can also make payments to their lunch account online through the online platforms. Our lunch program software system allows parents to log on and manage their student accounts. Parents may sign up to receive low-balance emails, set notice amounts and manage what and how much your students can eat each day.

Students who do not have sufficient funds shall not be allowed to charge meals or a la carte items until additional money is deposited in the student account, except as described in this policy.

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.

If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal.

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 as described below.

High School students should keep track of their account balance, they can ask the cashier their balance at any time and they will be informed when their balance is getting low. High school students will be served an alternative meal if the family balance is in a negative, unless arrangements have been made through the District Food Service Coordinator.

Middle School students should keep track of their account balance, they can ask the cashier their balance at any time and they will be informed when their balance is getting low. Students will not be allowed to eat the menu items of the day when the negative balance in the family account reaches -$7.50 but will be allowed to have an alternative meal. Calls will be made to parent/guardian once a student's balance goes negative.

Lambert students will be informed when their lunch account balance is getting low. Negative account balance notes will be given to the teachers to distribute to students weekly. Calls will be made on negative balances and parents will be informed or messages will be left regarding the

negative balances. When a student or family account balance reaches -$7.50 or more the student will not be allowed to eat the menu items of the day and will be given an alternative meal until the negative balance is paid and a deposit is made to the account or arrangements have been made with the District Food Service Coordinator.

During the month of May, any student or family account with a negative balance will not be allowed to eat the menu items of the day and will receive an alternative meal until the negative balance is corrected through a deposit to the account or arrangements have been made with the District Food Service Coordinator. All account balances are carried forward to the next school year.

Negative balances of more than $100.00, 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 may 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.

Account Reimbursement
Upon graduation or no longer enrolled at West Delaware, all lunch balances above ten dollars ($10.00) will be automatically reimbursed by a school issued check. Any balance below ten dollars ($10.00) will be automatically donated to the West Delaware Back to School Fair, the unpaid meals account or any other appropriate school account, unless the district is notified by the parent within 30 days and requests a refund. If notified within 30 days, the district will issue and send a check.

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.

Date adopted: June 12, 2017
Date reviewed: December 10, 2018; June 10, 2019; February 12, 2024; June 10, 2024
Date revised: November 12, 2018; January 8, 2024; May 13, 2024

Legal Ref.: 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 Child Nutrition Program
710.04 Free or Reduced Cost Meals Eligibility