

Non-Instructional Operations

Series 700

Policy Title: Meal Charges

Code No. 710.4

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In accordance with state and federal law, the Marshalltown 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 an individual meal account. When the balance reaches \$0.00 a student may charge no more than THREE (3) meals or the cost of THREE (3) lunches to this account. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. Students will not be allowed to charge a la carte purchases to their account after the balance reaches \$0.00. Funds may be deposited into the student account online through the District's website or by bringing a check/ cash to the student's school office, cafeteria or to the Food Service Office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. 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. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. A student who has charged the maximum allowance to the student account and cannot pay out of pocket for a meal, will be provided with an alternate meal at no cost that meets the minimum federal and state requirements. If a student elects not to select the alternate meal, the student's account will be charged for the meal. Students with unpaid balances of \$50.00 or more at the end of each month will be turned to collections.

Employees may use a charge account for meals, but may charge no more than one meal to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals until the negative account balance is paid. A la Carte purchases will not be allowed if there are not sufficient funds in the account to cover the purchase.

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 parents or guardians to resolve the matter of unpaid charges. Parents or guardians will be notified prior to becoming negative. Notifications of low balances will be sent out when the account balance is below \$10.00. Parents or guardians will be notified of an outstanding negative balance once the negative balance reaches \$0.00. Negative balances not paid prior to end of the school year or upon transfer out of the district, 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 an administrative regulations for implementing this policy.

Approved : June 5, 2017

Reviewed:

Amended: August 6, 2018

November 5, 2018

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 School Lunch Program

710.2 Free or Reduced Priced Meals

710.3 Competitive Foods