

MEAL CHARGES

In accordance with state and federal law, the Clarksville 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. Applications for Free and Reduced Meals are available in the District office and all school building offices. Applications will be offered to parents with communication of low or negative balances.

Payment of Meals

Students have use of a family meal account. When the family nutrition account balance reaches \$0.00 a student may charge no more than \$10.00 to this account. When the account is in the negative, student purchasing of ala carte items will not be allowed, including snack milk. When the family meal account reaches the negative \$10.00 limit, a student shall not be allowed to charge further meals or ala carte items, including snack milk, until the negative account balance is paid.

Communications with the home will continue during this time.

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

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 may not charge to this account.

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 impending low balance when 5 days, or fewer, of usage remain in family account and for outstanding negative balance once the balance reaches a negative account. Families will be notified by email, letters sent home, phone call or other means available through JMC. Negative balances of more than \$10.00, 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.

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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 7/12/17

Reviewed 3/21/22

Revised _____