

MT. PLEASANT COMMUNITY SCHOOL DISTRICT

POLICY FOR LOW/NEGATIVE BALANCE MEAL ACCOUNTS

USDA Memo 46-2016 identifies the July 1, 2017 implementation requirement for a written document explaining how the SFA (School Food Authority) will handle situations where children, eligible to receive reduced-price or paid meals, do not have money in their account or in hand to cover the cost of their meal at the time of service.

Elementary Students

- Letters will be sent home with students with low or negative balances
- Parents will be called when account is -\$10.00.
- When account is -\$20.00, a letter will be sent and a phone call will be made to parent/guardian.
- Accounts -\$30.00 will be notified the account will be sent to collections if a payment is not made.
- All accounts -\$50.00 or higher will be sent to collections.
- Accounts will not be turned over to collections if parents are working to clear up the account and payment arrangements have been made.
- All elementary students will receive a reimbursable meal.

Middle School and High School Students

- Emails will be sent to parents and students with low or negative balances.
- Parents will be called when account is -\$10.00,
- At -\$20.00 students to the office explaining they will need to bring a lunch or we will furnish an alternative lunch. If an alternate lunch is given, it is to be given in the office prior to lunch. Breakfast should be eaten at home. A phone call to the parents should also be made stating what was told to the student.
- The alternate lunch will meet the requirements for a reimbursable meal.
- At -\$30.00 a collection letter will go out.
- All accounts -\$50.00 and over will be sent to collections at the end of the school year and an adjustment will be made to bring the account to a zero balance.
- Money *will not* be transferred between student meal accounts.
- Students will not be allowed to charge for ala carte items if there is a negative balance.
- Students with cash will be allowed to purchase a meal even if the cash does not cover the negative account balance.

Monitoring

- The Food Service Administrative Assistant or school secretary will monitor account balances on a weekly basis. The Food Service Administrative Assistant will turn negative accounts to Central Office to be sent to collections as noted above.
- Central Office staff will send negative account balances to the designated collection agency.
- *Staff and school employees* will not have negative meal balances and will not be allowed to charge meals or ala carte items.