



Cape Henlopen School District

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Child Nutrition

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Cape Henlopen Child Nutrition Services Debt Collection Procedure

Student's hunger has negative implications for their learning during school. Our goal is that every student is in school and ready to learn. Regardless of a student's lunch status or the balance in their account, students deserve the right to receive a nutritionally balanced meal per federal National School Lunch Program and School Breakfast Program guidelines. Students will not be denied meal service at Cape Henlopen School District for any reason.

Families of the Cape Henlopen School District can apply for free or reduced meal benefits by filling out the meal benefit form sent home at the beginning of the year in the student packet. At any time during the school year, a meal benefit form may be filled out. Meal benefit forms are at the student's school, on the Child Nutrition web site, www.capehenlopenschoolmenus.com, or by contacting the Child Nutrition Office at 302-645-1442.

Cape Henlopen school cafeterias send home a printed negative meal balance bill once a week. If payment is not immediately received:

1. Families are contacted personally by the nutrition manager of the school and/or the Child Nutrition Supervisor to set up payment plans and discuss payment options.
2. Parents of students with a debt balance \$25.00 and over will receive a letter requesting payment/payment arrangements from the Child Nutrition Supervisor. If payment/payment arrangements are not made within 30 days, a letter will be sent via Certified Mail from the Director of Business Operations.
3. Debts incurred by students in grade 6-12 may result in the denial of access to some social events to be determined by each school. Additionally, driving privileges of students at Cape Henlopen High School may be revoked if debts remain unsatisfied.
4. Repayment of "bad" debt from unpaid meal charges is an unallowable cost for Child Nutrition; therefore, the Child Nutrition funding may be restored using:
 - a. Individual school budgets,
 - b. District Local Discretionary Funds, or
 - c. Local grants and/or donations (PTA, etc.).

Families are notified of the charge policy at the beginning of each school year through printed notifications and web notification.

Certified letters may be sent for up to one year after student leaves school.

Families of Cape Henlopen School District can pay for their school meals the following ways: cash, check (payable to Cape Henlopen Child Nutrition), or via credit card online at www.paypams.com Cash and check may be submitted during mealtime, at the school's front desk, or at the Child Nutrition office at any time during the school day.