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| Book    | Dinwiddie County Public Schools   |
| Section | J – Students  |
| Title   | MEAL CHARGE   |
| Number  | JHCH  |
| Status  | New   |
| Legal   | <a href="#">Code of Virginia, 1950, as amended, section 22.1-24, 22.1-207.3</a> |
| Adopted |   |

**Policy:** Policy for Allowable Meal Charges and students with Insufficient Funds for School Meals and Delinquent Accounts in the School Nutrition Program (aka Meal Charge Policy).

**Regulations:** 2 CFR, Part 200, Section 143 of the Healthy, Hunger-Free Kids Act of 2010.

The Dinwiddie County Public School System is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity.

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

Therefore, it is the policy of the Dinwiddie County Public Schools that:

**Meal Charges:**

- In emergency situations, students are allowed to charge a reimbursable meal.
- **K-12 Payment** (<https://www.k12paymentcenter.com/>) is the current system available for online services for parents/guardians to monitor and manage student accounts. This service is voluntary and free; however, there is a service charge from the provider when money transactions are performed. Parents/guardians are encouraged to pre-pay for meals at the reduced price or paid rate to help ensure children have consistent access to healthy, reimbursable meals without accruing unpaid meal charges.
- Parents/guardians that **do not wish** to participate in the “meal charge” will need to contact the School Nutrition Office at 804-469-3581 and request “no charge” be placed on the student’s account. “No charge, cash only” will prevent the student from charging any meals and will only allow the student to pay cash at the appropriate rate for a meal.

- Monies that are placed on a student account are non-refundable unless the student is leaving the school district or upon graduation. Requests for refunds must be in writing and contain a mailing address. Please allow 4 to 6 weeks for processing.
- Balances, positive and negative, will be maintained from each school year to the next.

**Communication:**

- The written meal charge policy will be posted on the Dinwiddie County Public School division website and attached to the Household Application for Free and Reduced Price Meals.

**Meal Charge Notification and Collection:**

- Students who have money to pay for a reduced-price or full-price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the School Nutrition Office will not use the money to repay a negative balance or other unpaid meal charge debt.
- The School Nutrition Office will notify households of negative balances of more than -\$10.00 via letter or phone call. Notifications will include the amount of unpaid meal charges, payment options, and contact information for questions or assistance.

- Parents/guardians with questions, or needing assistance, may contact the office where their student attends or the:

School Nutrition Office  
Post Office Box 7  
11016 Courthouse Road  
Dinwiddie, Virginia 23841  
Ph# 804-469-3581

- Parents/guardians are expected to satisfy all delinquent debt within the same school year in which it occurred. Delinquent debt that remains unpaid at the end of the year may be deemed uncollectable. When a delinquent debt has been deemed uncollectable by the School Nutrition Office, a letter of adverse action and collection procedures may be initiated.

**DINWIDDIE COUNTY PUBLIC SCHOOLS**