



LAKE TAHOE UNIFIED SCHOOL DISTRICT MEAL CHARGE POLICY

I. PURPOSE/POLICY

It is the parent's/guardian's responsibility to ensure that their student has sufficient funds on their account to cover all school meals and to keep abreast of their student's account.

The purpose of this policy is to establish consistent meal account procedures throughout the District. Unpaid meal charges place a financial strain on the Food Service Department and the District. The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts. All students will receive the same meal regardless of account balance status.
- To establish a consistent District policy regarding charges and collection of charges.

II. SCOPE OF RESPONSIBILITY

The Food Service Department: Responsible for maintaining charge records and notifying the parents/guardians via either written or verbal communication of outstanding balances. During the first 2 weeks of the school year, the parent/guardian of any student without a current year meal application on file will be notified via phone message that the student does not have an application on file. Efforts will continue throughout the school year to obtain applications from students who exhibit financial hardships.

School Principals: Responsible for working with the Cafeteria Supervisor and/or the Director of Food Services to obtain meal applications for students who exhibit financial hardships.

The School District: Responsible for supporting the Food Service Department in collection of debt and reconciliation of accounts.

The Parent/Guardian: Responsible for immediate payment.

III. ADMINISTRATION

Students and their parent/guardian shall be notified whenever their account has a low or negative balance. Whenever a student's account has an unpaid balance equivalent to 10 full-priced lunches (\$26.00 at elementary schools; \$31.00 at STMS; \$33.50 at STHS), parents shall be notified in writing and by phone or e-mail message by the Food Service Department that full payment is due upon receipt of such notice. This will be done weekly until full payment is received or an alternate payment plan is agreed upon.



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For departmental record keeping, the Business Office should be notified monthly of all negative balances.

All meal charges must be paid in full prior to the last day of school.

No adults can charge any meals or beverages.

No charges are allowed for student snack or a la carte items such as milk, juice, or water.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing a meal application or need referral to social services.

The Superintendent or designee may enter into a repayment plan with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time.

The District's efforts to collect debt shall be consistent with District policies and procedures, California Department of Education (CDE) guidance, California Senate Bill 250, and 2 CFR 200.426. The District shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

November 14, 2018