

# Long Beach School District Meal Charge Policy

## SCHOOL YEAR 2018-2019

### **Regulatory Authority:**

United States Department of Agriculture (USDA) policy memorandum SP-46-2016 requires all school Food Authorities (SFA) operating federal school meal programs to have a written meal charge policy.

### **Purpose:**

The purpose of these procedures is to establish a consistent meal policy for Long Beach School District that allows children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit School Nutrition Account. We make every effort to ensure that a child never goes hungry while at school and it is assumed that they have no meal sent with them if they come through the cafeteria line. We will not refuse to give a child a meal nor pull a tray from a child.

### **Scope of Responsibility:**

The School Nutrition Department is responsible for maintaining the [myschoolbucks.com](http://myschoolbucks.com) website which serves as the Parent's resource for student account information or working with the parent to offer an alternative resource if internet access is not available.

The Parent/Guardian is responsible for creating a user account with [myschoolbucks.com](http://myschoolbucks.com) which is the resource to monitor and manage their child/children's meal account and to keep adequate funds in the account through cash or check payments directly to the cafeteria or through on-line payments at this site, which can be accessed at [www.lbsdbearcatcafe.com](http://www.lbsdbearcatcafe.com).

Long Beach School District is responsible for supporting the School Nutrition department in collection activities.

### **Administration:**

- A. High School students are not allowed to charge meals.
- B. K-8 reduced and paying students can charge meals as follows:
  - 1. No more than 5 days of meal charges will be allowed as a courtesy to parents.
  - 2. After the fifth day of charges parents/guardians must pay the charge or send a meal from home.
  - 3. If charges remain unpaid and no meal is sent, the student will be sent to the office to call the parent.
- C. No charges will be allowed for the sale of extra food and/or beverages
- D. There will be no charges allowed during the month of May.
- E. All records will be held for students who owe meal charges.
- F. Students who owe meal charges will be unable to register for the following schoolyear until charges are paid.
- G. Charges that remain unpaid at the end of year will remain on the student's account.
- H. Any student withdrawing from school will be required to pay any debt owed. Refunds will be made for any money remaining in the student's account.
- I. Graduating seniors that have delinquent charges on their account will not receive their diploma.

### **Collection:**

Measures that may be taken to collect student account balances including but not limited to:

- A. Forward delinquent accounts to a collection agency. All fees to collect will be added to the collection amount.
- B. Report the parents/guardians to the Department of Human Services in the event of suspected neglect as mandated by law MS Code Sections 93-21-3, 97-5-23 and 97-5-39 (meal deprivation).

**FNS Instruction 796-2 (Rev. 3) lists bad debts as a non-allowable expenditure of Federal Funds. Therefore, losses or meals charged cannot be paid with Child Nutrition Funds.** The Long Beach School Nutrition Department determines bad debt as meal charges that remain delinquent after a student has left the district and is no-longer enrolled.