

## **Shelley Joint School District No. 60**

### **NONINSTRUCTIONAL OPERATIONS 8245**

#### Unpaid School Meal Charges

The District adopts the following policy to ensure District employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, avoid identifying other students or bystanders students with insufficient funds to pay for school meals, and maintain the financial integrity of the school nutrition program.

#### Unpaid Meal Charges

When a student's school meal account funds are exhausted, a student paying the full or reduced price for meals may charge no more than five meals or \$12 to his or her school meal account.

The Board directs the Superintendent to draft a procedure detailing the manner in which notice of low account balances shall be given. The District will make reasonable efforts to notify families when meal account balances are low. The District will make reasonable efforts to collect unpaid meal charges and inform them regarding how to apply for free or reduced price meals, including contact information for the federal programs director, who can help them with the application process. Active efforts to encourage eligible households to apply for free or reduced lunch may be used to prevent meal charges.

If payment of the negative balance is not received within 90 days of the maximum charge limit being attained, the debt will be turned over to the Superintendent or the Superintendent's designee for collection. The Superintendent may deem accounts as bad debt for the purposes of federal law concerning unpaid meal charges. Such bad debt must be restored using non-federal funds, from sources such as the District's general fund, special funding from state or local governments, or other sources.

Efforts to collect payment may include use of collection agencies, small claims court, or any other method permitted by law, provided the benefits of potential collections outweigh the costs incurred to achieve those collections.

2017 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, United States Department of Agriculture  
Unpaid Meal Charges: Guidance Q&As, March 23, 2017, United States Department of Agriculture

Legal Reference: SP 46-2016, Unpaid Meal Charges:  
Local Meal Charge Policies, United States Department of  
Agriculture

Policy History:

Adopted on: October 17,  
2019

Revised on:

Reviewed on: