

## Student Meal Charge Procedure

The primary purpose of the School Nutrition Program is to feed children. Our intent is to assist parents in receiving this benefit at the lowest possible cost to them. Students will be allowed to charge meal without a tray being pulled away from them, regardless of their balance. Students will not be told of their negative balance or receive alternate food as a result of a negative balance. This information will only be shared if a student asks for their balance. Balances will be reviewed once a week. All balances will follow the student throughout their time here in Sweetwater County School District #2.

If a student falls into the negative the following will occur.

- The family will receive a phone call through the districts automated system twice a week until it is paid.
- The last two weeks of school, calls will go out daily.

These calls will also send an e-mail, text message and put a message on their parent portal. These calls and e-mails will give parents the information they need to complete a free/reduced application as well as the needed information to make an online payment. Everyone the parent has identified to receive emergency notification on their parent portal will receive this call.

If a student's balance reaches \$50.00 in the negative the following will occur.

- Sibling's accounts will be reviewed to see if money can be moved from a sibling or siblings to cover the debt.
- The above mentioned phone calls will continue.
- A personal phone call will be made by the Director or Assistant Director of Nutrition Services.
- Should a family move with a family balance of \$50.00 or above, the account will be sent to collections.
- Should a student graduate with a balance of \$50.00 or above, the account will be sent to collections in the parent's name.

If a *families* balance falls above \$75.00 in the negative the following will occur.

- The above mentioned phone calls will continue.
- A personal phone call will be made by the Director or Assistant Director of Nutrition Services.
- The principal will be notified and will contact the parents.
- A repayment plan must be agreed upon and signed by the parent.
- Refusal to sign a repayment plan will result in the account being turned over to collections.
- If a payment from the agreed upon plan becomes 45 days delinquent it will be turned over to collections.

If a family is determined to qualify for free/reduced meals after accruing a negative balance, a repayment plan will be put in place to assist in the repayment of the previous debt.