

Asheville City School Nutrition

Administrative Offices • 90 Montford Avenue • Asheville, North Carolina • 28801

August 2019

From: Asheville City Schools School Nutrition Program

To: Asheville City Schools Families

Subject: Procedure: 6220-P: Meal Charge Policy

The mission of ACS School Nutrition Program is to contribute to the academic success of every student and encourage a lifetime of healthy eating by providing nutritious, affordable meals that are served by caring professionals. If you would like to participate in our program our policy states that it is the parent's responsibility to submit an application for free or reduced price meals, send a lunch from home, or provide money for student meals. If students intend to purchase meals they should understand that it is important to have money each day. If students are going to purchase meals, parents should be encouraged to prepay money to their student's cafeteria account.

PREPAID ACCOUNTS

- Students may pay for meals with cash or as a debit from their cafeteria prepaid account.
- Parents may set up a prepaid account at any time by sending cash or check to the school cafeteria or utilizing a prepaid internet service.
- A parent may inform the school cafeteria manager or the Principal in writing to place a block on their child's prepaid account to prohibit the purchase of a la carte items.
- When the prepaid account balance reaches \$10.00, the cafeteria manager or the prepaid internet service, as applicable, shall send a low-balance notification letter home to the parent or inform parents of low balances.
- If a student withdraws from school, transfers, or graduates, the parent or guardian needs to provide a written refund request, by letter or e-mail, for any money remaining in their prepaid account to the School Nutrition Office. Funds may also be transferred to a sibling's account by written request to the School Nutrition Office.
- All refunds must be requested within one year. Unclaimed funds will become the property of the Asheville City Schools' School Nutrition Department.
- **If a student has insufficient funds at the point of sale, the student is not denied the meal, and the following charge procedures will apply:**

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CHARGING FOR MEALS

Students

- Students may only charge a regular meal on their student account. Charging milk and other a la carte items is prohibited.
- The cashier will record the charge on the computer and remind the student that the money should be repaid the following day.
- When the student pays the charge, the cashier will record the payment on the computer.
- Each day, cashiers will remind students of unpaid amounts.
- If a student who has an unpaid charge balance has money to purchase a la carte items, the cashier should ask the student to use that money to repay the outstanding balance. If the student refuses to use the money to repay amounts previously charged, the student is **not** allowed to purchase a la carte items until the money is repaid.

Adults/Teachers/Staff

- Adults/Teachers/Staff are not permitted to charge meals or a la carte items.
- Parents and adults and staff are encouraged to set up a prepaid account.

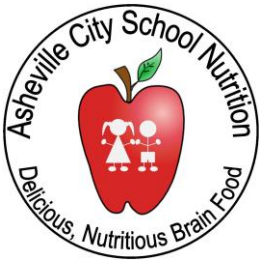
SCHOOL NUTRITION MANAGER RESPONSIBILITIES

- The Cafeteria Manager at each elementary school shall print out weekly outstanding balance letters for each student who owes for charged meals and give them to the applicable teachers for distribution to student backpacks.
- The Cafeteria Manager at each middle and high school shall print out weekly outstanding balance letters for each student who owes for charged meals and give them to the school secretary for mailing to parents (minus status)
- The Cafeteria Managers shall weekly send by e-mail or hand delivery a roster of outstanding balances (minus status) to the principal

PRINCIPAL GUIDELINES

- Inform parents at the beginning of each school year and on an ongoing basis of the school district's policies and procedures for students who do not bring lunch from home or have the necessary money for meals.
- Ensure that outstanding balance notice letters are sent home with students or mailed to parents the same day they are received from the school nutrition manager.
- If there is no response after two (2) bills have been sent home with the student, letters concerning balances owed should be mailed directly to the home.
- The third notice should include an application form for free and reduced price meal benefits.
- Call parent on telephone regarding outstanding charges if there is no response to written billing procedures; consider using automated calling or e-mail notifications.

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- Discuss with the parent how to submit a Free/Reduced application. However, even if the parent then submits an application and qualifies for free or reduced meals, the outstanding charges are still owed.
- **All outstanding unpaid charge balances** must be settled by the end of the school year between the school and the School Nutrition Department. If the parent or guardian does not pay the account, the money must come from the school's funds.
- According to OMB A-87 Circular, Child Nutrition Programs are not allowed to use Federal Funds to offset meal charges to students or adults. The "write-off" of these outstanding balances is considered bad debt and is an unallowable use of Federal Funds. The principal will be responsible for repaying Child Nutrition any amounts owed to Child Nutrition at the end of the school year.

If you have any questions about the meal charge policy of ACS School Nutrition Program please feel free to contact us at 350-6108. We hope you have a wonderful school year!

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This institution is an equal opportunity provider.