

## **Unpaid Meal Charges Policy**

Families are expected to provide money for each student's meal account on a regular and consistent basis. Payments for school meals may be made at the school or online at [www.EZschoolpay.com](http://www.EZschoolpay.com)

The district's meal charging requirements are as follows:

Students may charge no more than \$30 worth of meals to their meal account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. Students will be expected to bring meals from home. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account, cannot pay out of pocket for a meal, and do not bring a meal from home, will be provided an alternate meal consisting of a sun butter or cheese sandwich and milk. For special circumstances, exceptions may be made per the discretion of the school official.

Outstanding balances will be addressed initially via regular automatic email notifications to parents and at the building level with a phone call. If attempts are unsuccessful, unpaid meal charges will be sent to the Nutrition Services office for collection.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the Superintendent or the Superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

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