

## UNPAID MEAL DEBT

The Superintendent or designee shall be in overall charge of the program for the district. The Food Service Director and Business Manager will be responsible for fiscal operation of the program as well as for state and federal accounting and reporting.

The food service program will be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. The district will meet state and federal requirements necessary for participation in the National School Lunch Program.

Free and reduced meals will be available to families with qualifying incomes. Students will also be permitted to bring their meal from home.

Receipts from the food services program will be used only to pay regular food services operating costs. When food services facilities are used by outside or community organizations, a fee approved by the Board may be charged to cover costs. If facilities are used by outside groups, no supplies provided for the regular food service program or USDA commodities will be used.

The district expects that parents/guardians take financial responsibility for their student's meals and has adopted these procedures for collection of payment which include, but are not limited to:

1. Payment is expected in advance of the students eating each day and parents/guardians are expected to maintain a positive meal balance throughout the year.
2. Notes and/or emails will be sent home weekly for all students with a negative balance over \$10.00 on their meal account.
3. When a student reaches a negative balance of more than \$20.00 the Food Service Director will call the parents/guardians to remind them of the negative balances.
4. When a student reaches a negative balance of more than \$30.00 the school principal will contact the parents/guardians to remind them of the negative balances.
5. Monthly reports will be provided to the superintendent with documentation of the steps taken to collect balances.
7. No student will be denied a lunch meal and will be served the meal on the menu for that day.

Any debt accrued prior to the approval of a free and reduced meal application, remains the responsibility of parents/guardians.

**The district will ensure that students with a disability and/or a documented medical need requiring substitutions or accommodations will receive safe meals that meet their dietary requirements. A completed request form signed by a state licensed healthcare professional must be provided to the district.**

The district will provide a copy of this policy to all households at the beginning of each school year and to transfer students. Platte County School District No. 2 may, if it is unable to collect the delinquent meal charge, refuse to award the student credit until the unpaid meal charge is paid in accordance with W.S. §21-4-308 (c). Documentation of collection efforts shall be maintained.

The district is committed to ensuring that all students are able to participate in the food service program. Parents/guardians of a student with a negative balance may contact the Food Service Program for information and support in providing their students with a healthy, quality meal.

Adopted: 06/26/17