

In accordance with state and federal law, the Cedar Falls Community School District adopts the following policy to ensure school 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, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

**Payment of Meals**

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$30.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. Students will not be allowed to charge a la carte items if the account has a balance of \$0.00 or less. Funds may be added to accounts by on-line electronic payment or making a payment at the school office.

Students who qualify for free or reduced meal benefits shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

When a lunch account reached the maximum debt limit (\$30.00), students will be provided an alternative meal beginning the next school day. There will be no charge to the student for an alternate meal. Alternative meal for breakfast will be the same as the reimbursable menu option for the day. Alternative meal for lunch will be a sack lunch consisting of a basic sandwich (bread & cheese or similar) or a single entrée, vegetable or fruit of the food service supervisors choosing and up to 8 oz. of unflavored milk. Alternative meals will be provided until the student(s) account is paid in full.

Employees may use a charge account for meals, but may charge no more than \$30.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid in full.

**Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0.00. Families will be notified either by the District's electronic message system (e-mail or text), phone call or letters sent home. Negative balances of \$30.00 or more, not paid prior to the end of the month will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

**Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent or designee may develop an administrative process to implement this policy.

**Date of Adoption:** June 12, 2017

**Date of Revision:** August 13, 2018