

# District Policy on Unpaid Meal Charges

## **Negative Balance – Balance Owed K-8 Schools (USDA/National School Lunch Program Schools)**

Student food service accounts are NOT allowed to be in excess of \$10.00 owed. Weekly balance notices are sent out to all households regardless of whether they have a negative or positive balance.

- Households whose Skyward account is set to receive nightly notices;
- And/or have a \$0.00 balance are excluded from receiving the weekly notices.

Weekly email notices are sent to ALL households that have any balance owed. In addition to email notices, contact by phone or sealed letters sent home with students may also be used.

Milk purchases at K-8 schools are considered a la carte purchases. Students with a negative balance can have a-la-carte purchasing privileges restricted.

## **A-la-carte Purchases – Glenwood Middle School and Glenwood High School**

Students with a negative balance can have a-la-carte purchasing privileges restricted. Notices of this specific part of the BCSD Unpaid Meal Policy are posted at each point of sale at the Middle School and High School.

Glenwood High School is primarily an a la carte based menu format and does not participate in the USDA's Federal meal programs.

- Students approved for Free meals are able to select approved items to create a meal regardless of balance owed. However, they will not be able to purchase unapproved items unless they have money available on their account or money in-hand to make the purchase.
- Students approved for Reduced-Price benefits and Paid students must have money available on their account or in-hand to make ANY purchases.

## **Repayment Options**

Households will have three options to settle any owed balance:

1. Pay the balance in full, and bring the current account balance to at least a \$0.00 balance.
2. Request a payment plan to settle any balance owed.
  - Any payment plan should bring balance to at least \$0.00 within 30 days of receipt of balance notice.
3. Apply for Free or Reduced-Price benefits through the Skyward online application process.
  - Approval of Free or Reduced-Price meal benefits CANNOT be backdated.
  - Any balance currently owed is still the responsibility of the household regardless of the approved meal benefit level.
  - Balances owed are NOT cancelled out at the end of the year and will be carried forward from year to year, school to school.
  - If the application is denied, option 1 or 2 must be chosen to settle any balance owed.

## **Collection of Unpaid Meal Charges**

Ball Chatham School District will use all resources available to collect payment for unpaid meal charges. This includes the use of collection services and/or use of the State Comptroller Act to settle balances owed.