

## MEAL CHARGE POLICY

Adopted: August 28, 2017

Revised: August 28, 2017

Reviewed: August 28, 2017

### I. PUPOSE

The purpose of this policy is to establish consistent district practices for the provision of meals to students.

### II. GENERAL STATEMENT OF POLICY

- A. ROCORI School District recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. The ROCORI School district's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning. Proper nutritional intake is essential for adequate learning to occur.
- B. It is the policy of ROCORI Schools to offer breakfast and lunch meals that meet state and federal guidelines. The food service department strives to produce quality meals at a reasonable cost according to federal guidelines.
- C. Students may purchase meals when funds have been deposited into their family account(s) or by cash payment. Payments to the family account may be made online, Parents/Guardians may access this through the website [www.rocori.k12.mn.us](http://www.rocori.k12.mn.us) and then go to the food service tab. Payment may also be sent with the student in an envelope clearly labeled with the parent's and student names on it.
- D. **All families** are encouraged apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes. The application forms may be picked up at open house night. In addition, applications are available online at [www.rocori.k12.mn.us](http://www.rocori.k12.mn.us) under the food service tab. If household income or household size changes after the start of the year, families may submit a new application as families are able to apply for meal benefits anytime during the school year.

### III. CHARGE POLICY

- A. The charge policy is related to students who have insufficient funds in their school meal accounts. The policy defines the district processes on collection of unpaid meal debt.
- B. If the family account has insufficient funds to pay for meals, the student will be offered an alternative meal at lunch.
  - 1. Students will be allowed to charge up to a balance of negative \$10.00 ( -\$10.00).

2. A “courtesy meal” consisting of a sandwich, fruit, veggies and milk will be offered at lunch for grades 6-12 when the balance reaches negative ten dollars.

**C. Students with an overdrawn account are not allowed to charge ala carte items.**

- D. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts. When a student eligible for PAID meals has “cash in hand” to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The “cash in hand” will not be applied towards past due balances.

**IV. NOTIFICATION OF ACCOUNT STATUS**

- A. Low Balance notices are sent out via email and through an automated phone call daily. Parents are encouraged to ensure that an email account has been set up in the Skyward notification system.

1. Families are able to check their student’s meal account balance via Skyward.
2. Families may contact the Food Service Office for account balances.
3. Students will be given verbal reminder in the meal service line.

- B. The student/family will be notified when the account has a low balance of \$10.00.

1. Emails will be sent and automated phone calls will be made daily to notify families with a low or negative balance.
2. The Food Service Department will encourage parents to complete the free/reduced-price meal application.
3. An email reminder and automated phone is sent to parents requesting a payment when student accounts do not have adequate funds.
4. A second, and continuing, request for payment is sent if parents have not responded to the first request.
5. A letter/invoice requesting payment may be sent via US Postal Service to the household.
6. NSF checks will follow the district collection procedures. For more information the District Office Business Department may be contacted.
7. Notification methods may be different depending on grade groups, individual circumstances.

**V. COLLECTION OF UNPAID MEAL DEBT**

When the student meal balance is at a negative balance of \$10.00 (-\$10.00) the following collection actions will be taken:

The parents are called and the student will be offered an alternative meal until the negative balance is paid. An alternative meal is offered up to 3 times. The student will be served a meal if they have cash in the line to pay for the meal.

A formal letter will be sent to the household notifying that the debt will be turned over to the collection agency and the student meal account will be closed. The expectation is all fees owed to the district will be paid in full on the last day the student will be attending classes.

Source: Ind. School District No. 750 and MSBA Model Policy