



OPERATIONAL EXPECTATIONS

ISD 197 School Board

Students

Contact: Director of Operations

534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and 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 and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Each student has their own personal account in which parents may deposit money for purchases. Payment to accounts may be made at a student's individual school with a personal check or cash. Personal checks or cash amounts may also be made at the District Child Nutrition Office for individual or multiple students, attending any district school, with a noted designation of how the money is to be divided.
- B. The district's online payment system allows parents to make payments to their child's meal account. Parents or guardians also have the ability to view account balance, payments made, and purchase history for their child. Confirmation of payments and low balance reminders are emailed to parents or guardians. An auto-replenish feature is also available, which deposits funds into their child's account when it reaches a specified low balance. Parents or guardians need not make deposits via the online payment system in order to register an account to receive low-balance reminders and view a student's purchase history.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. Parents of full pay students will receive a low balance notification when their child's account balance drops below \$10.00. Parents will be notified of low balances by email, US Mail, and/or an automated calling system.
- B. Parents will receive a negative balance notification when their child's account balance drops below \$0.00. Parents will be notified of low balances by email, US Mail, and/or an automated calling system.

- C. Only full pay students will receive notification reminders for payment of low or negative student meal balances and they will not demean or stigmatize any student participating in the school meal program.
- D. It is the parent's or guardian's responsibility to make sure their child has adequate funds in their meal account as the district uses a debit based point of sale system.
- E. Students in Pre-K through Twelfth (12th) Grade will, however, receive a breakfast and lunch of their choice regardless of the child's account balance.
- F. Students in all grades will not be allowed to purchase a la Carte items, including individual cartons of milk, if they do not have sufficient funds in their account to purchase the item(s).

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with full pay families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt from only full pay families. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances greater than \$50.00, not paid prior to the end of the month in which the \$50.00 threshold is reached, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law. This applies to full pay negative balances only.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in the School District Family Handbook which is distributed to:
 - 1. all households before the start of each school year;

2. students and families who transfer into the school district, at the time of enrollment; and
 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district’s website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
 USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
 USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
 USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

POLICY ADOPTED:	August 7, 2017
POLICY REVIEWED/REVISED:	December 18, 2017; March 15, 2021; March 17, 2025
Monitoring Method:	Administrative Review
Monitoring Frequency:	Once every three years