

**Karns City Area School District
Food Service Department
Meal Charge and Collection Procedures**

Proactive Measures

- We encourage all parents/guardians regardless of income to complete a Free and Reduced Price meal application.
- Provide access to Free and Reduced Price meal Program and provide assistance, when needed in completing the application.
- Encourage parents/guardians to enroll in WWW.schoolcafe.com to set up notification alerts and view account balances.

Negative Balance Procedure

Communication regarding a student's meal debt must be directed to the parent/guardian, not to the student, except as follows:

1. Food service staff are permitted to communicate with students in grades 9-12 regarding low and/or negative meal account balances if the communications are made individually and discreetly; and
2. Correspondence regarding low and/or negative meal account balances may be communicated in the form of a notice or letter that is delivered by the student to his/her parent/guardian, so long as the letter is addressed to the student's parents/guardians.
3. Weekly automated phone calls will go out to households with negative balances.

The following steps will be followed to collect outstanding balances incurred by student charges:

Step 1: When a student owes money for 5 or more meals. Elementary \$12.25, Secondary \$13.25, an email will be sent to the parents/guardians that have an email address in the district database. If no email is available, the following step will be taken:

- In grades K-8, communication about a student's school meal debt will be directed ***only*** to the parent/guardian, never to the student. When the account has reached or exceeded 5 lunch charges (\$12.25) communication will be sent home once a week with the student in a sealed envelope marked "Confidential parent/GuardianOnly" This will be in addition to the communication to the parent (Act 39 of 2018).
- In grades 9-12 the students will be informed discreetly by a Food Service employee at the point of service when their account is low as a reminder before the account becomes negative. A sealed envelope marked "Confidential parent/GuardianOnly" will be given to students who have reached or exceeded 5 lunch charges (\$13.25). This will be in addition to communication with the parent. (Act 39 of 2018).

Step 2: When a negative balance reaches \$25.00 or more and remains unpaid, a letter will be mailed home.

Step 3: When a negative balance reaches \$50.00 or more, the Food Service Clerk will make a personal phone call home to notify/follow up with the parent/guardian concerning the negative account balance.

Step 4: When a negative balance reaches \$75.00 or more, a certified letter will be sent home via US Postal Service indicating options for payment plans, a Free and Reduced Meal Application and the possibility of seeking collection of balance through magistrate involvement.

Step 5: When a negative balance reaches \$100.00 or more, parents/guardians may be contacted by the guidance department and or building principal to set up a parent/guardian conference and /or magistrate involvement.

Charge Procedures.

Any student who requests a meal will not be denied a breakfast or main lunch option and will be permitted to charge 1 reimbursable breakfast and 1 reimbursable lunch meal per day, however, the negative balance will then follow the Negative balance Procedure listed above. Student's meals will be denied only when written notification from the parents has been received.

Once a negative balance is reached, students are not permitted to charge a la carte purchases (2nd meals, snacks, ice cream).

When a la carte restrictions are in place from a parent/guardian, those items will be removed from the student's tray at the point of service.

When all required components of a breakfast or lunch are not taken to make the meal reimbursable, the cashier will ask the student if he/she would like additional items to make the meal reimbursable, if the student refuses, each item on the student's tray will be charged a la carte price. (Every effort will be made to teach and help students understand what meal components must be chosen to make a reimbursable meal to prevent charging ala carte price)

If a student has a medical condition that limits certain meal components for lunch or breakfast, the appropriate Pennsylvania Department of Education form must be completed and on file. *Medical Plan of Care for School Food Service* form can be obtained on our website or by calling Mr. Sweeney, Food Service Director.

Payment Plan

If a payment plan is requested by the parent/guardian, the Food Service Department will make every effort to accommodate their request, however the balance must be paid in full by June 30th or the balance will be considered bad debt and could be turned over to the magistrate at the discretion of the district.