

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

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Adopted		August 8, 2022
Revised		

I. GENERAL STATEMENT OF POLICY

The purpose of this policy is to establish consistent district procedures for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal charges/debt.

Spring Lake Park Schools goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program while eliminating stigmatization of children who are unable to pay meal charges.

II. PAYMENT OF MEALS

All meal purchases are to be prepaid before meal service begins. All families have access to their students' meal account and may fund this account in the following ways:

1. Paying with a debit or credit card, you will need to access your Campus Parent Account at
- 2.

<https://campus.springlakeparkschools.org/campus/portal/parents/springlakepark.jsp>

3. Personal check or cash payment is accepted at each school site and the district services center. If payment is for more than one student, a designation should be given on how to divide the payment between the student's accounts.

A student who has money in hand to purchase a full paid meal at the time of the meal service will be served a reimbursable meal, even if the student has an outstanding debt.

Once a student has placed a meal on a tray or has otherwise been served a meal, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

A student who has been determined eligible for free and reduced-priced meals will be served a reimbursable meal, even if the student has an outstanding debt attributed to a la carte purchases of for any other reason.

III. CHARGING OF MEALS

Students who have insufficient funds to purchase a reimbursable meal, will be allowed to charge one. At this point the student's account balance will fall below a negative dollar amount. Students will be allowed to charge one until their account balance reaches (\$30.00). District administration will notify families and work with them to develop a payment plan.

IV. NOTIFICATION OF LOW OR NEGATIVE BALANCE

The school district will make reasonable efforts to notify the parent/guardian when meal account balances are low or fall below zero and will not demean or stigmatize any student participating in the school lunch program

All households will receive a courtesy email and text message should their student's meal account balance fall below negative five dollars (\$5.00)

V. UNPAID MEAL CHARGES

The school district will make reasonable efforts to communicate with 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.

The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. 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.

Once a student's account reaches a negative balance over \$50 and no efforts are being made to pay it off, it will move from delinquent to uncollectable and may be turned over to collections. Collection options may include, but are not limited to, use of collection agencies, claims in conciliation court or other methods permitted by law. This applies to full pay negative balances only.