



Home of the New Braunfels Unicorns!

NEW BRAUNFELS INDEPENDENT SCHOOL DISTRICT

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2019-2020 NBISD Policy on Unpaid Meal Charges

A student who has a negative account balance may charge up to \$9.00 for full paid eligibility and up to \$2.00 for reduced eligibility status. After the designated dollar amount has been reached, a student will be provided an alternative meal. An alternative meal will consist of a cheese sandwich and a choice of side items to be in compliance with USDA regulations in "Offer vs. Serve." Faculty and visitors are not allowed to charge on their meal account. Charging of a la cart items is not allowed in both Elementary and Secondary campuses.

Students and/or parents can pay their charges through MySchoolBucks for online payments, cash that has student name and student ID number attached, or check that is made out to NBISD Child Nutrition Department with the student name and student ID number noted on the check.

With parent permission, students who are low on funds in their lunch account, can use a sibling's account if they attend the same campus to help pay for meals.

The Child Nutrition office will send a Parent Letter to every household to communicate the Charging Policy at the beginning of the school year. The Charging Policy will be posted on the Child Nutrition Services webpage.

The campus Child Nutrition Manager will send Negative Balance notices weekly to students who have negative balances; this will be included in the daily or weekly mail that goes home to all students. The campus Child Nutrition Manager will make phone contact with parents weekly if negative balances are not being paid.

The cashier at the Point of Sale is responsible for informing students if they are getting close to reaching the charging limit amount and will do so without overtly identifying the student. The cashier at the Point of Sale is responsible for ensuring compliance to the NBISD Charging Policy. The cashier cannot refuse a meal to a student on the free meal program even if any charges have accrued on their account. If a child has money to purchase a meal, the cashier cannot force a student to pay unpaid charges in place of the day of meal.

If a student moves/leave a campus and/or graduates, the Child Nutrition Office will contact home to notify if there is a remaining positive balance. Students on the reduced meal program must be provided a refund if the student is not returning to New Braunfels ISD. The Child Nutrition Office can encourage households with excess funds to donate their remaining positive balance to help pay off unpaid meal charges with their permission.

The Child Nutrition Office will work with families to develop a payment plan to pay back the unpaid meal charges.

The Child Nutrition Office will continue to make efforts to collect unpaid meal charges once a school year ends to be considered delinquent debt. Any unpaid meal charges that are uncollected will be considered bad debt and must be written off through other means than the Child Nutrition funds. Unpaid meal charges can be paid by:

- Community donations
- Individual & anonymous donations without overtly identifying students
- Local district activity funds

Recording Keeping: the Child Nutrition Office will keep records of efforts made to communicate the Charging Policy to all households. The campus Child Nutrition Manager will maintain records of efforts made to contact parents. The Child Nutrition Office will maintain the following records if delinquent debt or bad debt occurs:

- Communication made to households about meal charges
- Records to show student meal charges of delinquent debt
- Records to show student/campus meal charges of bad debt
- Evidence to show NSFSA (Non-School Food Service Account) funds were used to write off bad debt

Updated 07/11/19