

Emmett Independent School District #221

Child Nutrition Meal Charges

8245

The Emmett School District 221 Board of Trustees wishes to establish consistent meal account procedures throughout the District. The school meal program is federally funded by reimbursement from meals sold and revenue collected from paid meals. In order to maintain the financial stability of the program, charging meals must be limited.

POLICY GOALS

Therefore, the goals of this policy are:

- To ensure that all students have access to nutritious meals and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parents, and parents/guardians.
- To establish fair and consistent practices throughout the District.
- To place the responsibility of meal payments on the parents/guardians.

GUIDELINES

Responsibility for Meal Accounts

1. The Child Nutrition Department is responsible for maintaining student meal accounts and notifying the parent/guardian of negative balances. Automatic daily emails and texts will be sent to parent/guardians when an account reaches \$-0.20. Automatic daily notifications will continue to be sent daily, until the account is brought current. Parents may make other arrangements with the kitchen manager or the Child Nutrition Director.
 - a. In situations where student are not being provided meals either through applying for free or reduced price meals, bringing the charges to current, making other arrangements with the Child Nutrition Department, or providing the student a meal from home, the building principal may contact the parent or guardian to make arrangement for payment.
2. Parents/Guardians are responsible for timely payment to student meal accounts as well as monitoring student accounts to ensure the balance does not fall below \$0.00.
3. The School Secretary/Designee is responsible for notifying the kitchen manager and the Child Nutrition Office.
 - a. Prior to a student checking out of school or
 - b. A new student is enrolled from outside the District
 - c. The District reserves the right to take additional action as appropriate to collect on delinquent accounts.
4. Faculty members will have no more than three (3) meal charges at any given time.

Account Balances

1. A parent/guardian may call the Child Nutrition Director to place a block on his/her student's meal account to prohibit them from charging meals.
2. We request that NO meals be charged after May 1st.
3. All negative accounts must be brought current, at or before the end of the school year.
4. Account balances will roll over to the next school year.
5. Students who withdraw from the district must submit a written request for a refund of any money remaining in their account.
6. Students who are graduating at the end of the year must submit a written request for a refund of their balance or Funds may be transferred to a sibling's account.
7. Account balances may be checked, at any time, by accessing the Parent Portal within Infinite Campus, with appropriate login information, or by calling the kitchen manager or the Child Nutrition office at 208-365-4084.

Delinquent or Uncollectible Accounts

1. All enrolled students will be allowed to charge a maximum of \$50.00.
 - a. Negative account balances of \$-50.00 per student and/or household account may be sent to Collections.
 - i. Students with negative balances of \$-50.00 may not be allowed to continue charging meals until the account is brought current.
 - ii. Students may be offered a sack lunch until the account has been brought current.
 - b. At the end of the school year, all unpaid balances may be sent to Collections.
2. A la carte items **may not** be charged.

Parental Notification of the Policy

1. Annual notification of District policies for staff and/or parents/guardians will be made available on the District's webpage. It is the responsibility of staff and parents/guardians to read and become informed of the content, requirements and expectations of these policies. Hard copies will be made available upon request.
2. Notification of the policy may be communicated to school counselors, school nurses, the homeless liaison, or other staff members who may assist students in need.
3. The District may also make this policy available in student handbooks, on the District website, or by other means deemed appropriate.

Charitable Assistance

1. The Child Nutrition Department has established an account for donations for unpaid meal charges.
2. Account balance refunds not requested in writing by parent/guardian for students who move from the district or graduate, will be considered a donation and transferred to the Child Nutrition donation account.
3. Donations by individuals, groups and businesses will be accepted.



LEGAL REFERENCE:

Idaho Code Sections

33-512 – Governance of Schools

33-603 – Payment of Fees or Returning of Property

Charging School Meals—*continued*

ADOPTED: October 9, 2014

AMENDED: September 11, 2023