Book	Policy Manual
Section	200 Pupils
Title	Student Meal Charges
Number	252
Status	Active
Legal	1. 24 P.S. 510 22 PA Code 12.3
Adopted	July 15, 2015
Last Revised	July 19, 2017

Purpose and Authority

The Board acknowledges the need to have a policy to allow meal charges and a policy to collect deficient account balances.[1]

Delegation of Responsibility

The Board authorizes and directs the Food Service Director to enforce this policy and the procedures to collect deficient student account balances.

Definitions

Student Account: Individual account assigned to each student in the Ringgold School District for accounting purposes for the purchase of meals and food items.

PIN Number: Personal identification number assigned to each student within the Ringgold School District, which accesses his/her student account.

Individual Participation Report: A report generated by the Ringgold School District and sent to the student's parent/guardian upon request or in the event that the student charges meals. This report reflects the activity on the student's account including the number of meals purchased or charged, other food purchases, and the outstanding balances. Reports can be sent home with students or in some circumstances, the reports can be sent via mail to the parent/guardian. Reports will be sent home with all Delinquency Letters.

Meal: Breakfast or lunch provided by the Ringgold School District for all students.

Snacks or A la Carte Items: All food items other than meals, available for sale in the Ringgold School District cafeteria.

Guidelines

The ability for a student to charge his/her lunch is done as an accommodation by the school district strictly for the benefit of the student who upon occasion forgets to bring meal money, or does not have immediate funds available. It is reasonably anticipated that students and parents/guardians will not abuse this privilege and will affirmatively monitor the cash balance in the student's account to assure that sufficient funds are available to cover the cost of all meal purchases, and to deposit the necessary funds whenever it is determined that the student's account balance is deficient. In that the school district permits meal charges under certain circumstances, reasonable controls must be established by the school district to limit the school district's aggregate exposure from losses resulting from deficient account balances.

Use of a computerized Point of Service System for meal purchases shall be in accordance with the following guidelines:

1. In the event that the student does not have cash to pay for his/her lunch or sufficient funds in his/her account, no student will be denied a school lunch.

2. Students of all grade levels are not permitted to charge snack or a la carte items, additional breakfast or lunch items (second sandwich, water, beverages, desserts, etc.) or second breakfast or lunches.

3. Any student requiring a lunch due to medical reasons will not be denied access to a reimbursable lunch. The determination must be made and documented by a physician or school nurse.

4. An Individual Participation Report will be sent to the parent/guardian upon request and with all Delinquency Letters.

5. Students receiving reduced-priced meals shall be treated under this policy in the same fashion as those students who receive full price lunches.

Collection of Outstanding Balances

At the end of each school year, any negative balances must be paid in full. If a student maintains a negative balance in his/her account, the school district will not issue the student's final report card or diploma, or send the student's records to any third party, until the deficient balance is paid in full. In addition, if a student moves out of the district and has a delinquent account, no records will be released until the account is paid in full.

Parents/Guardians will be notified by mail, phone or email when the balance reaches $25.00. Notification will be sent on a bi-weekly basis by the Food Service Department.

When balances of fifty dollars ($50.00) or greater exist at the end of the month, a letter will be sent by the Business Office indicating that monies are due or payment arrangements need made within ten (10) business days.

Students with balances of greater than seventy five dollars ($75.00) will have a certified letter sent to their parent/guardian from the Superintendent or district solicitor indicating that if payment is not made within fourteen (14) days the account may be turned over to the District Magistrate's Office or a collection agency. Any further costs incurred by this section will be the responsibility of the parent/guardian.

Students whose families establish repayment plans will be considered in good standing with the district as long as payments are made in a timely manner.

The school district will pursue collection of negative account balances through appropriate legal measures. The parent/guardian will receive a final certified letter stating the amount of the negative account balance and will be given ten (10) days to remit payment. After that time, student's account will be turned over to the magistrate for collection. All fees assigned by the magistrate in addition to the negative account balance will be the responsibility of the parent/guardian.

A letter from the Food Service Department will be sent within two (2) weeks of the end of the school year for graduating seniors with a balance (negative/positive). Any negative balance must be paid in order for the student to receive their diploma. If a positive balance remains, the parent/guardian can elect to transfer the remaining balance to another student or request a refund. All refund checks will be mailed to the parent/guardian.

Students who have a negative balance from the prior school year shall be subject to the above guidelines and collection procedures as if the negative balance was incurred in the new school year.

Nothing in this policy shall require the school district to replace stolen or lost student cash for meal purchases for reduced or full priced meals.

A twenty ($20) processing fee shall be charged against a student's account in the event a check is returned for non-sufficient funds. If a family issues more than one (1) check per year that is returned for non-sufficient funds, the Food Service Department will only accept payment in cash.

The Superintendent, in cooperation with the Food Service Director, is authorized to create regulations for implementation of this policy.

CAFETERIA ACCOUNT DELINQUENCIES

NAME/FAMILY: **STUDENT ID#:**

SCHOOL: **PHONE NUMBER:**

DELINQUENT ACCOUNT $25.00 OR GREATER **DATE:**

	Current Balance:		
	Delinquency Letter Sent by Food Service Department – USPS Mail or Email (circle one)		
	Phone Call by Food Service Department to parent/guardian – spoke to		
	Copy of Individual Participation Report Sent		

DELINQUENT ACCOUNT $25.00 OR GREATER		**DATE:**	

	Current Balance:		
	Delinquency Letter Sent by Food Service Department – USPS Mail or Email (circle one)		
	Phone Call by Food Service Department to parent/guardian – spoke to		
	Copy of Individual Participation Report Sent		

DELINQUENT ACCOUNT $25.00 OR GREATER **DATE:**

	Current Balance:		
	Delinquency Letter Sent by Food Service Department – USPS Mail or Email (circle one)		
	Phone Call by Food Service Department to parent/guardian – spoke to		
	Copy of Individual Participation Report Sent		

DELINQUENT ACCOUNT $25.00 OR GREATER **DATE:**

	Current Balance:		
	Delinquency Letter Sent by Food Service Department – USPS Mail or Email (circle one)		
	Phone Call by Food Service Department to parent/guardian – spoke to		
	Copy of Individual Participation Report Sent		

DELINQUENT ACCOUNT $25.00 OR GREATER **DATE:**

	Current Balance:		
	Delinquency Letter Sent by Food Service Department – USPS Mail or Email (circle one)		
	Phone Call by Food Service Department to parent/guardian – spoke to		
	Copy of Individual Participation Report Sent		

DELINQUENT ACCOUNT $25.00 OR GREATER **DATE:**

	Current Balance:		
	Delinquency Letter Sent by Food Service Department – USPS Mail or Email (circle one)		
	Phone Call by Food Service Department to parent/guardian – spoke to		
	Copy of Individual Participation Report Sent		

DELINQUENT ACCOUNT $50.00 OR GREATER **DATE:**

	Current Balance:		
	Delinquency Letter Sent by Business Office – USPS Mail		
	Copy of Individual Participation Report Sent		

DELINQUENT ACCOUNT $50.00 OR GREATER **DATE:**

	Current Balance:		
	Delinquency Letter Sent by Business Office – USPS Mail		
	Copy of Individual Participation Report Sent		

DELINQUENT ACCOUNT $50.00 OR GREATER **DATE:**

	Current Balance:		
	Delinquency Letter Sent by Business Office – USPS Mail		
	Copy of Individual Participation Report Sent		

DELINQUENT ACCOUNT $50.00 OR GREATER **DATE:**

	Current Balance:		
	Delinquency Letter Sent by Business Office – USPS Mail		
	Copy of Individual Participation Report Sent		

DELINQUENT ACCOUNT $75.00 OR GREATER **DATE:**

	Current Balance:		
	Letter sent home CERTIFIED mail by Superintendent or District Solicitor		

DELINQUENT ACCOUNT $75.00 OR GREATER **DATE:**

	Current Balance:		
	Letter sent home CERTIFIED mail by Superintendent or District Solicitor		

DELINQUENT ACCOUNT $75.00 OR GREATER **DATE:**

	Current Balance:		
	Letter sent home CERTIFIED mail by Superintendent or District Solicitor		

DELINQUENT ACCOUNT $75.00 OR GREATER **DATE:**

	Current Balance:		
	Letter sent home CERTIFIED mail by Superintendent or District Solicitor		