



USD 232 Unpaid Meal Charges Policy

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$15.00 for the purchase of meals to this account without triggering the district's delinquent debt proceedings as outlined in this policy. Charging of a la carte or extra items to this account will not be permitted. Adults will not be allowed to charge meals or a la carte items.

When the charge levels identified in this policy have been met, a student's meal account becomes delinquent. The student will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have delinquent accounts and cannot pay out of pocket for a meal will be provided a regular, reimbursable meal from the cafeteria menu, which shall be charged to the student's account while the district proceeds with attempts to resolve the delinquent debt with the student's parent or guardian.

A student's parent or guardian will receive multiple written notices once a student account reaches a negative amount. At least one verbal notification shall be provided to a student's parent or guardian prior to reaching the delinquent debt threshold outlined herein. Access to this policy will be provided to the student's parent or guardian with the written notice. If payment of the negative balance is not received before the balance reaches \$-25.00, the debt will be turned over to building administration. At least one verbal and/or written notification will be provided to the student's parent or guardian from building administration. If payment of the negative balance is not received before the balance reaches \$-30.00, the debt will be turned over to the superintendent or their designee.

If payment of the negative balance is not received by the time a student leaves USD 232 (i.e., graduation, transfer out of district), the debt shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office or online. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

