



Purpose

The goal of Lyon County School District is to ensure that students have access to nutritious meals to support their academic success through the National School Lunch Program at designated campuses. At the same time, it is imperative that the financial stability of each campus' nutrition program be protected. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures for Lyon County School District campuses participating in the National School Lunch Program (NSLP). The provisions of this policy pertain to full-price and reduced-price meals only.

Lyon County School District will maintain records to demonstrate how the policy was implemented and communicated to households.

Policy

Students who received meal benefits in June of the previous school year will receive the same meal benefits for a 30-day grace period of the new school year or until a new application is approved. After the grace period, students will be charged full price for meals and parents/guardians are responsible for the unpaid meal charges. Adults are not allowed to charge their account.

Full-Priced Meals

Elementary, Intermediate, Middle, and High School students' parents/guardians will pay for meals at the identified and published amount for the school year. Payment will be conducted online or through payment in the front office of the campus. Students will be allowed to charge a maximum of \$10.00 to their account after the balance reaches zero. Students who charge a first meal will receive a reimbursable meal. A la carte purchases must be paid by the student.

Free Meal Benefit

Students identified as eligible to receive free meals will be allowed to receive one (1) free reimbursable meal during breakfast and lunch each school day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime. A la carte purchases must be paid by the student. There is no charging allowed for free meal benefit students.

Reduced Meal Benefit

Students identified as eligible to receive reduced-price meals will be allowed to receive one (1) reduced-price reimbursable meal during breakfast and lunch each school day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime. Students will be allowed to charge a maximum of \$5.00 to their account after the balance reaches zero. Students who charge a first meal will receive a reimbursable meal. A la carte purchases must be paid by the student.

Parents/Guardians

The responsibility for meal payments to the campus belongs to the parent/guardian. Parents/Guardians are responsible for any charges accrued before their application is approved or after their application expires. Lunches are to be prepaid online or through the front office of each campus in advance of the meals being served. Funds should be maintained in student lunch accounts to minimize the possibility that a student may be without meal money on any given instructional day.

At the end of the school year, any remaining funds for a particular student will be carried over to the next school year unless the parent/guardian requests a refund in writing to the District Nutrition Services office. Parents/guardians will be given the option to transfer the remaining funds of a graduating student to a sibling's account with a written request.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced-price lunches for their child(ren) at any time over the course of the school year.

Notifications to Households of Low or Negative Balances in Campus Lunch Accounts

Notices of low or deficit balances will be sent to parents/guardians at the following specified times:

1. The student's household will be notified when a student charges his/her first meal and second meal.
2. The campus will notify households of low or negative balances via email notifications sent through the student information system's point-of-sale system.
3. Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment, and where to go for questions or assistance.
4. The consequences of non-payment will be determined on a case-by-case basis.
5. The person responsible for managing unpaid meal charges is the Nutrition Services department. Unpaid meal charges will be electronically tracked through the student information system's point-of-sale system.

Delinquent Meal Charge Debt

Delinquent meal charge debt is allowable in the school's nutrition program and may be carried over to one successive school year. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of a school year. Bad debt is unallowable in the campus' nutrition program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using nutrition program funds and must be offset by non-federal sources.

1. At the end of the school year, campus administration and the Executive Director will evaluate delinquent debt for conversion to bad debt. Bad debt will be restored to the Campus Nutrition Program from the general fund prior to the end of the same fiscal year.
2. Efforts to collect delinquent and/or bad debt will be handled by the campus administration or their designee through email, letter, phone call and Required Parent Conferences.