

PERSONNEL

UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that school district employees have an understanding of expectations regarding meal charges. The policy seeks to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. District employees have use of a meal account. Employees may submit payment to their building office.
- B. When a district employee reaches a negative lunch balance of \$15.00, the employee will not be allowed to charge a meal to their meal account.
- C. District employees with an outstanding meal charge debt of \$15.00 will be allowed to purchase a meal if the employee pays for the meal when it is received.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify employees when meal account balances are low or fall below zero.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with district employees to resolve the matter of unpaid charges.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. District employees who have a negative lunch balance of \$15.00 will not be allowed to charge a meal to their account until they have a positive balance.
- D. Unpaid meal charges will need to be paid as soon as possible or no later than end of year check-out or employee's last day of employment with the district.