Owen J. Roberts School District

901 Ridge Road · Pottstown, Pennsylvania · 19465-8402

SCHOOL MEAL CHARGING AND COLLECTION PROCEDURES

School Meal Charging

- No student requesting a meal will be denied a full reimbursable meal* unless the student's parent or guardian has provided written permission to the Food Service Director to withhold a reimbursable meal*.
- Parents or guardians are required to cover negative balances incurred by their child.
- Students who are unable to pay for a reimbursable meal* or who have a negative account balance will not be publicly identified or stigmatized.
- Students who are unable to pay for a reimbursable meal* or who have a negative account balance will receive a reimbursable meal* from the menu.
- A-la-carte items must be paid in full at time of purchase.

School Meal Account Collections

- Communication of account balances will be made to the parent or guardian and not to the student directly.
- If students ask their balance in the serving line, food service staff may comply.
- Automated messages will be sent out daily and/or weekly to any parent or guardian with a student who has a negative food service account balance.
- Food Service Director will contact the parent or guardian via a letter once a student's negative balance exceeds $25.00.
- The School Principal or designee will contact parent or guardian via letter and telephone once a student's negative balance exceeds $30.00.
- The Business Office will contact parent or guardian via certified letter once a student's negative balance has not been resolved by the previous attempts outlined here.
- If the parent or guardian does not contact the District in response to the certified letter within the specified timeframe, the account will be considered delinquent debt and will be turned over to a third party collection agency.
- Parents or guardians will be responsible for all collection fees, penalties or fines.
- Uncollectible delinquent debt shall be considered bad debt and non-federal funding sources must reimburse the Food Service Fund for the total amount of the uncollectable debt. Delinquent school meal debt shall not be classified as bad debt for write-off purposes until after reasonable steps have been taken to collect such delinquent school meal debt.
- Households are encouraged to notify the District of financial difficulties.
- Free and Reduced applications are available at each school office and on the district website.

*A reimbursable meal consists of the 5 meal components (meat or meat alternate, grain, fruit, vegetable and milk). Students **MUST** choose at least 3 components; one of which **MUST** be a fruit or vegetable.
For more information, please visit: https://www.ojrsd.com/Page/10758