



Unpaid Meal Charges

Purpose

Although unfortunate, every year the Kershaw County School District (KCSD) has numerous student meal accounts that go unpaid, causing a financial hardship on the district's food service budget. The goals for these procedures are:

- To treat all students with dignity in the serving line regarding meal accounts,
- To support positive conditions with district staff, district business policies, students and parents/guardians to the maximum extent possible,
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the students, and
- To establish a consistent district policy regarding charges and collection of charges.

Responsibility

The Director of Nutrition and Food Services is the approving authority for these procedures and subsequent modifications. The food service managers are responsible for ensuring compliance with these procedures. The managers will monitor situations involving these procedures and technicians will adhere to these procedures. The Director or designee will perform periodic inspections to ensure compliance with procedures.

Procedures

- With the adoption of the Community Eligibility Program (CEP) beginning the 2023-24 school year, KCSD students will be offered breakfast and lunch at no charge. Families will not be asked to complete free and reduced meal applications while operating under CEP.
- CEP does not remove previous balances that are owed.
- Families of students with delinquent accounts will receive phone calls and emails via the districts messaging system with the amount due in order to try and collect payment.
- Families of students with delinquent accounts will receive written notices home monthly.
- Families are encouraged to pre-pay for meals. Payment can be made online through www.myschoolbucks.com or money can be paid directly to the school cafeteria.
- Notification of prepayment options is posted on the KCSD Food Service website and included in student handbooks at the beginning of each school year as well as provided to each new transfer student.
- All students with negative balances are not allowed to buy extra food such as a la carte items.
- These Unpaid Meal Charge Procedures will be included in the district's online registration information. This information will also be posted on the District and Food Service websites.
- District employees who are delinquent on their own students' accounts may be subject to payroll deduction.

Surplus Balances

- Parents can request a refund on accounts at any time. This is simply done in writing to the Director of Nutrition and Food Services. The written request must include the student's name, school, and address for the check to be mailed.
- At the end of the school year, surplus balances in student meal accounts will be carried forward to the next school year.
- Students who graduate or withdraw can request a refund or to transfer the surplus meal account funds to a sibling's account. If no request is received within 60 days of graduating or withdrawal, the student's meal account will close and the funds will be transferred to the food services.