

## **Unpaid Meals**

### **Lunch Charging Procedures**

Meal accounts for students should be consistently funded throughout the school year to avoid students needing to charge for a meal. However, the Bluffton-Harrison Metropolitan School District Board of School Trustees recognizes that an occasional emergency may make it necessary to charge for a meal. Families needing assistance to apply for free or reduced lunch should contact BHMSD's Director of Food Service.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, building principals and all other staff involved in enforcing any aspect of the meal charge policy. This information can also be found on the District website.

The Corporation's meal charging procedure is as follows:

- Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$10.00;
- If a student has a significant negative lunch account balance, the student may be provided an alternate meal recommended by the Superintendent or designee, the cost of which shall continue to accrue to the student's negative lunch account balance;
- If a student has a negative lunch account balance, the student shall not be permitted to charge any à la carte food or beverage items;
- After accruing \$15.00 in meal charges, school personnel will make two attempts to contact parents/guardians to remind them that their student's meal account balance is in the negative and that it needs to be paid immediately;
- Building principals or their designee will attempt to call parents/guardians to reiterate the school cafeteria manager's message if parents/guardians have been unresponsive to the manager's two calls; and
- Unpaid meal balances may be turned over to collections after thirty (30) days.

Families may deposit money into students' meal accounts using the online system. Funds deposited via the online system may not be available in a student's account until 24 hours after the deposit is executed. Students may also pay with check or cash at the register as they go through the meal line.

The Superintendent may develop administrative guidelines to implement this policy.

## **Inactive Lunch Accounts**

A lunch account becomes inactive after student withdrawal from school. If a parent requests and can document entitlement to the positive balance in the account within six months of the date of student withdrawal, the parent is entitled to a refund of that amount. If an account is inactive for six months and has a positive balance of \$5.00 or less, the funds may be receipted back into the school lunch donation fund where the School Lunch Program funds are maintained. An inactive lunch account that has a nominal negative account balance of \$5.00 or less may be offset against the positive balances in the fund.

Bluffton-Harrison Metropolitan School District

Adopted: October 14, 2024

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