

MEAL CHARGES and NEGATIVE LUNCH BALANCES

PURPOSE

Define when students and faculty can charge meals

DEFINITIONS

POLICY

Students will check out at the Point of Sale using ID cards with their name, photo, and student number on them. In K-6th the student badges will be given to students purchasing a lunch that day before they go out to recess. Badges will be stored in each classroom and returned to their proper place at the end of every lunch. 7th-9th will be responsible for their own badges and in making sure they bring their badges with them to lunch every day.

Students will not be denied a lunch if there is not money in their lunch account. If a student purchases a school lunch without the parent's permission than the parent is still responsible for the payment of that meal taken. It is not the responsibility of the kitchen staff if a student takes a lunch without the parents' permission. If a parent does not want their student to be able to obtain a lunch through the school, they must fill out the Lincoln Academy Lunch Denial Request form. Until the form is complete, the lunch program cannot honor verbal or written requests to deny lunch to a student

All students shall be allowed up to \$50-\$75 meal charges without sufficient funds. If the student has not paid their debt, then the student may receive a partial meal consisting of- a roll and milk. Partial meals will be claimed as "other" meals, which are not reimbursable by the national school lunch program. Each "other" meal will be charged to the student account at \$.50 per meal. Students will never be notified that they have a negative lunch balance.

In addition, Jr. High students will follow the elementary procedure. Jr. High students may purchase Ala Carte items at the end of lunch. Ala Carte items are not eligible for free/reduced lunch prices. All students must pay full price for ala cart items. Students will not be allowed to purchase Ala Carte items if they have a negative balance.

Parent Communication

The kitchen director will send out emails once a month to let parents know if their students have a negative lunch balance. A log will be recorded of all emails and phone calls. Parents will be notified according to outlined procedure before a student will be served a partial lunch.

Negative Balances

If a student exits the school in the middle of the year their balance must be paid in full before exiting.

Parents are responsible to pay negative balances before June 28th. The kitchen director or the designee will contact parents to request payment. If payment arrangements are not made, or the balance is not paid in full by June 28th, the school may send the parent to a collections agency. If a parent is sent to a collection agency the parent will be responsible for all charges incurred by the collection agency.

According to program requirements (**53A-19-201. Control of school lunch revenues -- Apportionment -- Costs. 200.426 Bad Debts.**), the lunch program cannot carry over any negative lunch balances. If balances cannot be collected by June 28th, the school will pay for all negative lunch balances and will have the option to send the monies due to a collection agency. The school general fund may choose to help with the negative lunch balances if they feel a collection agency is not necessary.

The kitchen director can apply donations from the super hero fund to help pay for any negative lunch balances. If the superhero fund is used to pay negative balances and there is enough money in the superhero fund to cover all balances than all balances will be paid off. If there isn't enough money to cover all negative balances in full than the money will be distributed evenly regardless of how much each student owes and the remainder balance will either be sent to collections or Lincoln Academy's general fund will pay remaining negative balance. (For example: If total balances owed was \$200 but the hero fund only has \$150 than each family would get 75% of the owed amount applied.)

Students must have the kitchen director sign off on check out forms. Yearbooks will not be distributed unless balances are paid in full. If students' negative lunch balances have not been paid by the end of the school year, then all negative balances may be sent to a collection agency.

Positive Account Balances

Lincoln Academy's lunch program will refund any positive lunch balances at the end of the school year if the student is leaving. If there are other siblings at Lincoln those balances may be transferred to them for the next school year.

If money is left in a student's account at the end of the school year and the parent would like to donate any money left in their lunch account to a "super hero fund", which is used to help pay for students who have a negative lunch balance, than at the discretion of the kitchen director and administration the kitchen may choose to help pay for those negative lunch balances. The

“Super Hero Fund” is not set up for parents who choose not to pay for negative lunch balances. This account is for unforeseen circumstances.

Employee Lunches

Employees may decide to deduct their lunch balance from their paycheck and increase the allowable meals with insufficient funds. In order to be eligible, they must let the business manager and kitchen director know if they would like this option. If an employee’s balance has not been paid by the next pay period of a meal being served, then the balance will be deducted from their paycheck. It must be paid by the Monday of that pay period by 3:00 p.m. for it not to be deducted from their paychecks. Employees are not eligible for a partial lunch.

PROCEDURE

Administration will work in conjunction with Kitchen Director to ensure all compliances are met.

Procedure for providing partial lunch due to negative balance.

1. Kitchen Director or designee will contact parents when their student balance falls within the \$50-75 range designated in policy. Contact shall include at least four attempts- a minimum of two emails to all known email addresses and two phone calls to all known phone numbers. Communication shall be logged as indicated in policy.
2. If parents do not respond, or parent does not agree to pay balance, the Principal or their designee shall contact parents to notify the parents of the partial meal their student will receive.
3. The Principal or their designee will report back to the lunch program director once contact has been made or sufficient notification has been provided and authorize the delivery of partial lunch to a student.

Procedure for referral to collection agency

Before any amount is sent to a collection agency there will be three notifications of an attempt to collect a debt. These notifications will be done by email and a phone call. The school Principal or the designee will make these attempts and has the ability to negotiate payment with parents. The principal cannot waive payment as the school will have to assume any unpaid debts.

Parent Signature _____

Date: _____