

Unpaid Meal Balances

Sweetwater County School District Nutrition Services Department is committed to ensuring that all students have nutritious meals to support daily learning and social interactions, while remaining fiscally responsible. The purpose of this policy is to establish consistent meal account procedures throughout the District:

Computer accounting is used for lunch, breakfast, and a la carte charges at all Sweetwater County School District Number One schools. All students will receive a Personal Identification Number (PIN).

Notification:

Families will be notified of the Unpaid Meal **Balance** Policy in writing at the beginning of each school year or at the time the student is enrolled in Sweetwater County School District Number One.

If a student/employee's account reaches a negative balance the following will occur.

- The family will receive a phone call through the district automated system daily until the balance due is paid.
- Notify and/or work with principals and school counselors to understand the student and parent's situation to determine if a free/reduced application is needed.
- **When a student shows a pattern of a negative balance, the Principal and/or School Counselor will be notified to evaluate individual student circumstances to provide further options.**
- If a student has a negative account balance owed as of the last day of school, sibling's accounts will be reviewed to determine if money can be transferred from one sibling or sibling's accounts to another to cover the debt.
- If a student is a child of a SCSD#1 employee, any negative balance remaining on the last day of school shall be deducted from the parent/employee's June paycheck.
- District employees can carry no more than \$10.00 in unpaid charges for meal plans. If an employee has a negative meal account balance as of the last day of school /employment, the balance due shall be deducted from the employee's final paycheck.
- Should a family move from the district with a negative family balance, the accounts associated within that immediate family will be sent to collections in the parent's name.

If a family is determined to have qualified for free/reduced meals after accruing a negative balance, **the family is responsible for repaying the accrued previous debt.**

Elementary Schools (K-6)

When the student's account balance reaches below \$5.00 or less, the cashier will verbally remind the student that they need money in their account when they come to the cashier. The family will receive a phone call through the district's automated system daily until the balance owed is paid. Negative accounts will be documented each week and a note will be sent home with the student.

When the student reaches a negative balance of \$5.00 or more, the student will be required to phone parents/guardians to inform them that they need lunch money.

If a student reaches a negative balance of \$10.00, the Nutrition Services Secretary or Director will contact the parents/guardians to inform them that the student will need to bring lunch money. They will also be notified that they are nearing the limit of negative \$15.00 and at which time they will not be provided a meal through food service.

Secondary Schools (7-12)

When the student's account balance reaches below \$5.00 or less, the cashier will verbally remind the student that they need money in their account when they come to the cashier. The family will receive a phone call through the district's automated system daily until the balance owed is paid. Negative accounts will be documented each week.

If a student reaches a negative balance of \$10.00, the Nutrition Services Secretary or Director will contact the parents/guardians to inform them that the student will need to bring lunch money. They will also be notified that they are nearing the limit of negative \$15.00 and at which time they will not be provided a meal through food service.

Special Circumstances

Upon investigation and documentation, the principal may be able to complete a Meal Application on behalf of a needy student whose parents are unresponsive. This process will be reviewed on a case by case basis.

Families are encouraged to apply for free/reduced meal benefits at any time throughout the year. If a family income changes, at any time, they are welcome to apply or re-apply for free or reduced price meals.

Collection:

Refer to Policy File: JN-R

Sweetwater County School District Number One may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid charge is paid, in accordance with W.S. 21-4-308. If it is determined, after six (6) months of effort to collect delinquent accounts, that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collections efforts may continue into the new school year. Documentation of collection efforts shall be maintained.

LEGAL REF: Wyoming Education Policies Reference Manual, Code EFB

Adopted: 3/11/19

School District #1, Sweetwater County, Wyoming

