

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 Metropolitan School District of Washington Township Board of Education 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 the School District's Child Nutrition Department or front office school Secretary.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or District during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all District staff responsible for policy enforcement, including District Child Nutrition service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. This information can also be found about this procedure can also be found on schools website under Child Nutrition.

The District'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 \$25.00;
- If a student has a significant negative lunch account balance, s/he shall still be provided a regular meal, the cost of which shall continue to accrue to his/her negative lunch account balance;
- If a student has a significant negative lunch account balance, the student shall not be permitted to charge any à la carte food, snacks, or additional beverage items;
- Each time a student charges for a meal, parents/guardians will be notified via the District's point of sale software;
- After accruing \$10.00 in meal charges, school cafeteria managers will make 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;
- After the school cafeteria managers make attempts and student's meal account balance continues to be significantly negative, the central Child Nutrition Dept will send out notices to parents/guardians to remind them that their student's meal account balance is in the negative and that it needs to be paid immediately;
- All negative balances not paid are subject to collections.

Families may deposit money into students' meal accounts using a credit or debit card via the Prepaid Meal System. Students may also pay with cash at the register as they go through the meal line.

The Superintendent or designee may develop administrative guidelines to implement this policy.

Inactive Lunch Accounts

A lunch account becomes inactive after student withdrawal from school. An inactive lunch account that has a positive balance of \$5.00 or less 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; provided, however, that if the parent requests and can document entitlement to the positive balance in the account within six months from the date the student becomes inactive, the parent is entitled to a refund of that amount.

MSD of Washington Township

Adopted: 05/15/24

Revised: [date]