

SCHOOL LUNCH FOOD SERVICES

The purpose of this policy is to clarify the process when students/families fail to pay for their meals. All full price pricing policies for school meals are matters of local discretion. This includes decisions about whether or not to extend credit to children who forget their meal money or whether or not to provide an alternate meal to such children. Therefore, a school district could decide not to provide meals to children who must pay the full price for their meals but do not have the money to do so. However, while schools are not obligated to provide meals to children who forget their money, the Parkston School District will be flexible in this area, particularly with young children and children with disabilities who may be unable to take full responsibility for their money. The business office will contact the parent/guardian when the lunch account balance falls below \$25.00. When a student lunch account becomes delinquent, the District shall make the student's parents or guardians aware of that fact and that financial assistance may be available to them. Free and Reduced Price Lunch Application will be made available to any parent/guardian that has difficulty paying for the student's lunch. Completing this application does not necessarily guarantee that a free or reduced price lunch will be approved. All applicants must qualify. If accepted for a free or reduced price lunch, the parent/guardian will still owe the school for any outstanding balance on the lunch account.

Food for high school students will not be provided to students once a negative after the balance has exceeded \$20.00. Exceptions to this policy will only be considered on an individual student basis by the principal or his/her designee. A list of high school students with zero or negative balances will be provided to the high school administration for their review so that special accommodations can be made, if appropriate.

If reimbursement or a financial aid application is not received in a timely manner, the following guidelines will be used by the administration to collect the delinquent funds.

REGULATIONS

- Weekly Notification via Backpack Mail, email or regular mail—the Business Office will notify the parent/guardian of any negative balance on a weekly basis.
- No charging allowed by any student or staff after an account has exceeded a (\$20.00) negative balance

Students /staff must have cash in hand to pay for food items after a negative balance has exceeded (\$20.00).

- Exception to the Regulation

School Administration will receive from the Business Office a list of students who attempt to purchase food items but do not have sufficient cash or funds in his or her lunch account. The principal may make an exception to the above regulation for these students, on a case by case basis.

Students with a delinquent account will be offered milk and a cheese sandwich so that no student will go without lunch

If attempts of communicating with the parents or guardians to collect the delinquent funds are not successful, efforts to recover these delinquent funds may progress to include the following:

- Using a collection agency and/or the courts to seek reimbursement.
- Filing a report of neglect due to malnutrition with the Department of Social Services

All delinquent payments will be pursued up to two years after a student has withdrawn from the district at which time for auditing purposes the delinquent funds will be written off per board action.