

Russell County Public Schools

SCHOOL NUTRITION DEPARTMENT

Division Wide Charge Policy/Collection Procedures

The United State Department of Agriculture's regulations for School Nutrition states that no free meals may be served unless a student has an approved meal application.

In order to ensure compliance with these regulations the following policies and practices are in effect:

1. Students will always be served a reimbursable meal (breakfast or lunch). *No student will be denied a meal.*
2. If a student has a negative balance they may not purchase a la carte items (bottled water, extra entrees, etc.).
3. Balances (positive and negative) will be carried forward from year to year.
4. All outstanding debt to the cafeteria are expected be paid in full by the end of the school year. If outstanding debt has not been paid it will be carried forward to the next year.
5. Administrators may exclude students from extra-curricular activities or restrict privileges for students who have a negative balance. Students of parents/guardians who have a payment plan and are making payments to reduce their debt will not be excluded or restricted.
6. The following procedures will be followed for students with outstanding debts:
 - ✓ When debt reaches \$10.00, the cafeteria manager will send written notification to parents.
 - ✓ If manager cannot work out something with parents then they will notify the principal to schedule a meeting with parents to discuss ways to address the meal charges.
7. Parents are encouraged to apply for free/reduced meals by completing an application each year. Free/reduced meal applications are given to all students at the beginning of each school year.
8. If your child received free/reduced meal benefits the previous year, the parent/guardian has to complete another application for the new school year.

9. At the beginning of each school year, the student who receives free or reduced benefits based on the previous meal status, will have 30 school days to reapply before benefits are terminated.

(For example, if the student received reduced benefits the previous year, that student will continue to receive those benefits for the first 30 school days or until another application has been completed. If the school has not received a new application within the 30 school days, the student's benefits will be terminated.)

10. It is not the school division's responsibility to determine a solution to student lunch charges. It is the school division's responsibility to work with our students' parents/guardians to determine a means to eliminate negative meal balances. Russell County Public Schools stands ready to assist any parent/guardian with their student's meal charges.

Adopted: May 4, 2017