



# SCOTT VALLEY UNIFIED SCHOOL DISTRICT

ENSURING HIGH LEVELS OF LEARNING FOR ALL STUDENTS

Effective Date: July 1, 2018

## **District Meal Charge Policy**

### **I. PURPOSE OF POLICY:**

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of prepaid meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

### **II. SCOPE OF RESPONSIBILITY:**

- The School Secretary: Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Pre-Pay on student meal accounts.

### **III. ADMINISTRATION**

1. Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits. School Secretaries and District office staff are available to provide assistance with completing an "Application for Free and Reduced Price Meals".
2. District policy requires that all meals must be prepaid. Payments are accepted in the school office daily for pre-payments or for the day of service. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, is posted on the school website and District food service websites, and is included in the student handbook.

3. Families will be notified of the school Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted on the school website and District food service websites, and is included in the student handbook.
4. **Elementary students and Middle School students:** Negative balances are considered delinquent.
  - a. Every two weeks overdue slips in an individual envelope will be sent to the student's classroom to be handed out to the student by the teacher for negative balances. Overdue slips will be mailed for a negative balance of \$10 or more.
  - b. Calls on delinquent accounts are made on a weekly basis to collect payment.
  - c. Accounts not paid in a timely manner to the school site will be assigned to the District office for further collection efforts.
  - d. All delinquent accounts at the beginning of May of the current school year may be subject to outside collections for payment.
5. **High School students:** Negative balances are considered delinquent.
  - a. Every two weeks overdue slips in an individual envelope will be sent to the student's classroom to be handed out to the student by the teacher for negative balances. Overdue slips will be mailed for a negative balance of \$10 or more.
  - b. Calls on delinquent accounts are made on a weekly basis to try to collect payment.
  - c. Accounts not paid in a timely manner to the school site will be assigned to the District office for further collection efforts.
  - d. All delinquent accounts at the beginning of May of the current school year may be subject to outside collections for payment.
6. The District may establish a long-term payment plan at the District office level for households struggling to pay back a negative balance. This will allow the District to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children change schools within the district or move to a new school outside the district. If the household is not following the established payment plan then the account may be subject to collections.