

Sierra Foothill Charter School

Meal Charge Procedures, 2017/18

Purpose

The purpose of this document is to establish consistent meal account procedures. Unpaid charges place a financial strain on the school. The goals of these procedures are:

- To treat all students with dignity and respect
- To support a positive experience for students during meal service
- To minimize meal charges and encourage parents/guardians to pre-pay for all meals
- To encourage parents/guardians to assume the responsibility of meal payment and to promote self-responsibility of the student
- To establish a procedure regarding charges and collections of charges

Free/Reduced Meal Application

Parents/guardians are strongly encouraged to submit free/reduced meal application forms annually, as well as when their household information or income changes. Applications can be submitted at any time and are available during registration at the school.

Pre-paid Meal System

Parents/guardians are encouraged to pre-pay for meals in the school office to establish an account balance using cash and checks. Parents/guardians are encouraged to monitor their student's breakfast/lunch account activity.

Prior to the completion and approval of the Free and Reduced-price application, it is the responsibility of the parent/guardian to pay for all meals in full, as applications cannot be applied retroactively.

Scope of Responsibility

Business Manager: Responsible for maintaining charge records and notifying the parents/guardians in writing of outstanding balances each month.

Parent/Guardian: Responsible for ensuring that their child has been provided the means to obtain a meal(s) and/or provide them with a meal from home.

Principal/Superintendent or designee: Responsible for maintaining records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

Administration

Students will be allowed to charge a maximum of \$100.00. SFCS is committed to working directly with the parent/guardian and will not discuss a child's negative debt with said student(s). It is the responsibility of the parent/guardian and the school personnel to appropriately handle meal charges.

SFCS will initiate communication to notify parents/guardians regarding their child's outstanding meal balances via letters and phone calls.

Since second meals are optional, all are sold at full price, even to students who qualify for Free/Reduced meal pricing.

Beginning the second week of May, meal charging will no longer be allowed.

- a) Parent/Guardian will be sent a written request for "Payment in Full".
- b) All charges may be carried over into the next school year if the debt has been incurred less than 90 days before the end of the fiscal year or if the parent/guardian enters into a repayment plan prior to the end of the fiscal year.
- c) Graduating eighth graders must pay all charges in full by the last day of school.

The school's efforts to collect debt shall be consistent with California Department of Education (CDE) guidance, and 2 CFR 200.426. The school will not spend more than the actual debt owed in efforts to recover unpaid meal charges.