

Meal Charge Procedures and Requirements

In accordance with state and federal law, the North College Hill City School District adopts the following procedure to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The procedure seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students have use of a meal account. When an account has a negative balance a student shall not be allowed to charge a la carte items until the negative account balance is paid. Funds may be added to a meal account in one of the following ways:

1. Online on the school's website via debit or credit card by using EZ-Pay (<https://www.spsezpay.com/nch/>)
2. Cash or Check at your child's school building. Please discuss with the office secretaries.

Free/reduced applications are available throughout the year on the District website and each school building office. Applications must be completed each year. Students who qualify for free meals shall never be denied a reimbursable meal.

Negative Account Balances

The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. The following schedule will be followed for unpaid meals and the implementation of alternate meals:

1. After two unpaid meals (Currently \$3.70 in Elementary School and \$4.00 in Middle School and High School) an e-mail will be sent to parents/guardians concerning negative balance.
2. After four unpaid meals (Currently \$7.40 in Elementary School and \$8.00 in Middle School and High School) a letter will be sent to parents/guardians concerning negative balance and a phone call will also be placed to respective parents/guardians.
3. After six unpaid meals (Currently \$11.10 in Elementary School and \$12.00 in Middle School and High School) a letter will be sent to parents/guardians concerning negative balance. At this point child will receive an alternate meal until balance is fully paid.

Alternate meals will be available at all times for regular purchase and will comply with all dietary requirements and needs.

Negative balances not paid prior to graduation, transferring from/leaving the district, or registering for the next school year will be turned over to the superintendent or superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.