

UNPAID STUDENT MEAL DEBT

Big Horn County School District No. 2 is committed to ensuring all students have healthy, quality meals to support daily learning and social interactions, while remaining fiscally responsible as a district. In order to achieve both objectives, we have established a district-wide negative balance procedure. This procedure is intended to notify parents when students need money for lunch accounts; ensure parents are aware of the free and reduced meal programs; and to collect on outstanding debts to the Food Service Program.

The district expects that parents take financial responsibility for their student's meals by maintaining a positive and sufficient meal account balance. The following procedure will be implemented in each school in order to help parents with this responsibility:

When a student's meal account balance drops below...	The school will...
\$10.00	Send a letter or an automated electronic notification to the parent indicating the balance.
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-\$10.00	Make a personal phone call to the parent.
-\$15.00	Provide the student with an alternate meal unless they can pay in cash.
-\$25.00	Conduct a mandatory meeting between the parent and the principal. <ul style="list-style-type: none"> • The principal requests payment of the account balance. • If the parent cannot pay the balance, a payment plan is implemented for the parent. • If not already participating, the parent is prompted to complete an application for free or reduced meals. • The student continues to receive alternative meals until the debt balance is less than \$15.00.

All students will receive a hot lunch if they have money in hand to pay for the lunch without regard to the amount of their charge balance.

Students who are eligible for free or reduced-price meals will always be provided a meal of some type, even if the student owes money.

The school may prohibit a child from charging a la carte meals or seconds if they have negative account balances.

Schools can deny a meal to a student who is on full pay status and who does not provide the payment for that meal or the school may provide the student with an alternative sack lunch as set forth above.

Parents will be responsible for paying for student's meals and any charges that were incurred prior to the submission of an application for free and reduced lunch.

Once it is determined that a delinquent account is not collectible, it shall be considered as a bad debt and treated as an operating loss, which cannot be absorbed by the non-profit food service account.

The district will provide a copy of this policy to all households at the beginning of each school year and to transfer students.

Big Horn County School District No. 2 may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid charge is paid in accordance with W.S. 21-4-308. If it is determined after six (6) months of efforts to collect delinquent accounts that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Documentation of collection efforts shall be maintained.

The district is committed to ensuring that all students are able to participate in the hot lunch program. Parents of a student with a negative balance may contact the school's Food Services Department for information and support in providing their child with a healthy, quality school lunch. The district encourages parents to apply for free and reduced lunch status at the beginning of each school year and anytime throughout the school year in the event of a change in the family's size or finances.

Adopted: June 12, 2017