

## Board Policy

Code No. 710.4

### MEAL CHARGES

In accordance with state and federal law, the Bettendorf Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy 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. A la carte may not be charged after an account reaches \$0.00. Families may add money to student accounts through online electronic payment options or by paying at the school office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Employees may use a charge account for meals, but may charge no more than \$-10.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid in full.

#### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, 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. Families will be notified of an outstanding negative balance. Negative balances not paid prior to the end of the school year will be turned over to the Superintendent or designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

#### **Unpaid Student Meals Account**

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

#### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The Superintendent or designee may develop an administrative process to implement this policy.

*Legal Reference:* 42 U.S.C. §§ 1751 et seq.  
7 C.F.R. §§ 210 et seq.  
U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016).  
U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016).  
U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES: GUIDANCE AND Q&A (2016).  
Iowa Code 283A.  
281 I.A.C. 58.

*Cross Reference:* 710.1 School Nutrition Program  
710.2 Free or Reduced Cost Meals Eligibility  
710.3 Vending Machines

*Approved:* January 22, 2019

*Reviewed:*

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