

UNPAID MEAL CHARGES ADMINISTRATIVE RULE/PROCEDURES

I. General Policy Statement

The Pulaski Community School District endeavors to maintain the fiscal integrity of the District's food service program and to encourage appropriate household responsibility for the payment of costs that a student incurs in the use of the program, while also pursuing the critically important goals of providing students with adequate nutrition and minimizing the extent to which any student is stigmatized because the student has insufficient funds to pay for a meal or because the student's household owes a debt within the food service program.

The Board of Education therefore instructs the District Administrator, through the Director of Food Service, to implement administrative rules and procedures regarding the Unpaid Meal Charges Policy. In accordance with requirements established by federal and state oversight agencies, the Board of Education shall adopt and approve any proposed revision to, a written rule on the subject of meal charges and the collections of funds within the District's food service program. The Unpaid Meal Charges procedures must address implementation, communication, monitoring and enforcement. The Administrator must also provide for regular evaluation of the effectiveness of the Unpaid Meal Charges Policy in promoting healthy lifestyles, fiscal integrity, and non-discriminatory treatment of students.

II. Implementation.

- a. Administration through the Director of Food Services will implement the following rules including:
 - i. Ensuring that the rule is clearly communicated to school families and to District employees who have responsibility for the application and enforcement of the rule.
 - ii. Monitoring the nutritional, fiscal, and operational impacts of the District's approach to meal charges, collections, and providing reports and recommendations for changes and improvements.
 - iii. Coordinating the implementation and enforcement of the rule with the administration and staff.
- b. Students may not be permitted to purchase a meal resulting in a negative balance in an amount over \$10.00, but will instead be provided an alternative meal until the school collects delinquent lunch accounts. No a la carte purchases resulting in a negative balance will be permitted.
 - i. Upon difficulty in collecting unpaid meal charges, contact will be made to the parent or guardian from the food service office to correct delinquent accounts. The food service department will provide resources to assist the family through this process and offer information regarding financial support when appropriate. If contact home fails, resources within the District, such as Building Administration and School Counselors will be utilized.
 - ii. Students may at any time pay cash for a meal that is run through their family lunch account.
 - iii. Parents have the ability to sign up for text and email alerts when their family lunch account drops below \$10.00 through family access.
 - iv. An alternative meal will be provided to any student that has an account balance in excess of negative \$10.00.
- c. In addition to the rule accompanying this policy addressing the student meal charges and account collections, it is the policy of the District that non-student adults who are permitted to purchase meals or other items resulting in a negative balance in an amount over \$10.00, with payment due immediately upon notice of the balance.

III. Use of Alternate Funds to Pay Debts in Student Food Service Account.

- a. In the event the District receives and accepts funds donated for the specific purpose of covering unpaid balances, either in full or in part, in students' food service accounts, the District will consider the debt repaid and discharged to the extent covered by the application of the donated funds. The District will apply funds donated for the specific purpose of covering unpaid school meal account balances as follows:

- i. If the funds were donated without any specific terms or contingencies, the District will apply the total amount of said donated funds based on needs indicated by student assistant team members at the building level.
- ii. If the funds are donated with specific terms, those funds will be directly deposited into the designated account as the donor has requested.

IV. Notice.

- a. Notice of this policy will be posted in all District buildings and notice sent to families and to be provided to all District staff who have the responsibility of enforcing this policy.
- b. This institution is an equal opportunity employer and provider.