

**FOOD SERVICE CHARGE POLICY**ISSUE DATE: **4/10/17**

This policy will become effective for the 2017-2018 school year.

- A. Purpose: The purpose of this policy is to establish a consistent meal charge policy for Jackson County School District that allows children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit Child Nutrition account.
- B. Scope of Responsibility:
1. The Food Service Department is responsible for maintaining charge records and notifying students/parents/guardians of outstanding balances. When the charge limit is reached students will be referred to the school office to contact their parent/guardian.
  2. Jackson County School District is responsible for notification of parent/guardian when charge limit is reached.
  3. The Parent/Guardian is responsible for maintaining adequate funds in the Food Service account, including utilizing on-line account services.
- C. Administration:
1. Grades K-5 will be allowed to charge a maximum of five (5) meal charges at any given time.
  2. Grades 6-12 will be allowed to charge a maximum of one (1) meal charge at any given time.
  3. After the maximum charge is reached the student will be sent to the office to contact the parent/guardian.
  4. Any student withdrawing from school will be required to pay any debt and refunds will be made for any money remaining in the Food Service account.
  5. In the middle of May all charging will be cut off:
    - a. Parents will be sent a request for "Payment in Full".
    - b. All charges not paid before the end of the school year will be carried forward into the next school year.
    - c. Seniors must pay all charges before graduation.
- D. Collection of Funds:
1. Delinquent meal charges will be collected by the Food Service Department throughout the school year.
  2. Delinquent meal charges will be collected by the school office during the summer months and then sent to the Food Service Department for deposit. Each school will be given an end of year debit list. If money is uncollected during the summer, the debit will be carried over into the next school year.
  3. Returned checks will be handled by a debt collection agency. All fees will be paid for by the consumer.
  4. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt will be reclassified as "bad debt" and will be written off as an operating loss. Child Nutrition Funds cannot be used to cover such costs.