

## MEAL CHARGES

In accordance with state and federal law, the Cherokee 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. When the balance reaches a negative \$20.00, a student may charge no more to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Payments may be made thru electronic payment (pay schools, which is found on the school web page), at the POS at each school, and in the office at each school.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal. The meal that is provided at the Cherokee school for these situations is a Soy butter sandwich, an apple, and milk.

Employees may use a charge account for meals, but may charge no more than \$20.00 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.

### **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 once the negative balances reach \$0.00. Families will be notified by email, letter, or a personal call. Negative balances of more than \$20.00, not paid prior to the end of the year, will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### **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 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.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 283A	<a href="#">School Meal Programs</a>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 58	<a href="#">Education - Breakfast and Lunch Program</a>
<b>U.S.C. - United States Code</b>	<b>Description</b>
42 U.S.C. §§ 1751	<a href="#">Public Health - School Lunch Program</a>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
710.01	<a href="#">School Food Program</a>
710.01-R(1)	<a href="#">School Food Program - School Nutrition Program Civil Rights Complaints Procedure</a>
710.01-E(1)	<a href="#">School Food Program - School Nutrition Program Notices of Nondiscrimination</a>
710.01-E(2)	<a href="#">School Food Program - Child Nutrition Programs Civil Rights Complaint Form</a>
710.02	<a href="#">Free or Reduced Cost Meals Eligibility</a>
710.03	<a href="#">Vending Machines</a>

Approved \_\_\_\_\_ Reviewed 2/19/18, 12/21/20, 3/18/24 Revised \_\_\_\_\_