



GENERAL MCLANE SCHOOL DISTRICT UNPAID MEAL POLICY
(Revised) December 2017

Meal Charge Policy

I. Purpose

The General McLane School District Board of Directors has adopted Food Services Policy 808 which reflects the Board's desire to provide students with healthy, reasonably priced meals in accordance with the Healthy Hunger-Free Kids Act of 2010 and the National School Breakfast and Lunch Programs. The Food Services Policy also reflects the Board's general expectation that students, staff and visitors ("patrons") will either establish a prepaid account or use cash to pay for meals. However, the Board realizes that students may need to purchase meals on account in certain limited circumstances. Therefore, the Food Services Policy includes provisions which allow the Food Services Department to set dollar limits for student accounts and time limits for payment. This policy reflects all requirements in accordance with Act 55 2017, Amendment 1337 of the Pennsylvania School Code.

Unpaid meal accounts are a financial burden on the District and the GM Food Service Department. In order to reduce the amount of unpaid accounts and relieve the financial burden the following policy will be implemented. This policy is in accordance with all USDA requirements in regards to federal accounting, reporting, and oversight with regards to the collection of outstanding student balances.

The intent of this policy is to enact uniform accounting and collection procedures throughout General McLane School District while following all Federal and State laws regarding providing meals to students with no funds available on their accounts.

II. Policy

Full Pay Students

Students will pay for meals at the district's published standard rate each day. This can be done through electronic payments to **schoolcafe.com** or with cash/check in hand at the cash register. A student will be allowed to charge a maximum of \$12.50. After the \$12.50 limit is reached, a student will not be permitted to receive la carte items, extras, or snacks. The student will be offered a meal choice which will consist of published menu items ONLY and a beverage (milk or juice). The charge for this meal will be the standard meal price. This meal charge will be added to the delinquent or "0" balance account.

Free Meals

Students who have been approved for free meals will be permitted to receive a breakfast and lunch at no charge. Please note that a breakfast or a lunch refers to a meal published on the District's monthly menus. A la carte, snacks, and extras must be paid for at the time of purchase. No charging will be permitted.

Reduced Price Meals

Students who have been approved for reduced price meals will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. Funds can be added to a student's account through electronic payments to **schoolcafe.com** or cash/check in hand at the cash register.

A student will be allowed to charge a maximum of \$4.00 to his/her account after the balance reaches zero. Once a student's account reaches the \$4.00 limit, he/she will not be allowed to receive a la carte items, snacks, or extras. The student will be offered a meal choice which will consist of published menu items ONLY and a beverage (milk or juice). The charge for this meal will be the reduced rate as required by law. This meal charge will be added to the delinquent or "0" balance account.

III. Parent/Guardian Responsibilities

Parents and guardians are responsible for meal payments to the General McLane Food Service Program for their children. Notices will be sent home with your child or mailed to the address in our records. These notices will be sent using a 4-tier process.

Tier 1_ - A Reminder Letter from the school's Food Service Manager will be sent home when your child's balance drops below zero or reaches the \$4.00 or \$12.50 charging limit to request funds be added to the account and the financial assistance resources available. If the account is not brought into good standing within 5 days Tier 2 is initiated.

Tier 2 – A second Reminder Letter will be mailed from District Food Service Manager highlighting the above policies, stating the additional amount owed, options for payment, and financial assistance resources available. If the account is not brought into good standing in 3 days, Tier 3 will be initiated.

Tier 3 – A certified letter will be mailed from the Business Manager as a final request for payment. If the account is not brought into good standing and reaches an amount of -\$25.00 or more Tier 4 will be initiated.

Tier 4 - You will be turned in to the District Magistrate for failure to pay a debt and legal proceedings will be initiated.

Checks Returned for Insufficient funds will incur an penalty charge of \$35.00

All school cafeterias have computerized point of sale (cash register) systems. These systems maintain records of all meals purchased, cash received, and account balances. These records are available through schoolcafe.com for your review or the Food Service Manager can provide this information to you if you do not have internet access.

Students/Parents/Guardians can pay for meals in advance on schoolcafe.com (there is a \$1.95 service fee for using this method of payment), with checks made out to your child's school, or with cash given to a Food Service Program cashier. Funds should be maintained consistently to avoid having your child go without meal money on any given day. All funds carry over from year to year.

Refunds for withdrawn and graduating students will be given upon receipt of a **written request** from the parent or guardian. An email request is acceptable. Students who are graduating have the option of transferring remaining funds to a sibling's account.

Unclaimed Funds must be requested by the end of the current school year. Any funds not claimed by the end of the current school year become property of the General McLane Food Service Program.

Balances Owed will be collected in accordance with guidance set forth in this policy and subject to Board approved policies and procedures.

Removal of Bad Debt will be accomplished in accordance with USDA memo SP 46-2016 and District policy.

Gifts and Donations will be deposited into an account separate from the Food Service account. These monies will be used to offset delinquent student meal accounts in accordance with 2 CFR, Part 200.

If a student is consistently without meal money, the district has the right to investigate and take allowable action to rectify the situation. If financial hardship exists, parents and guardians are strongly encouraged to complete a Free and Reduced Meal Application. These applications are available at all district school offices, from the Food Service Manager, and electronically at www.compass.state.pa.us. The Food Service

Manager is also available to discuss your situation and help identify sources of temporary assistance.

All the information in this packet along with other food service news can be found on our web page at www.generalmclane.net.