



Unpaid Meal Charge and Debt Collection Policy July 2017

I. Purpose

The purpose of this policy is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

II. General Statement of Policy

Schoolcraft Learning Community's (SLC) goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.

It is the policy of SLC to offer breakfast and lunch meals that meet state and federal guidelines.

Pre-payment of lunch balances is preferred and recommended. Schoolcraft Learning Community is offering ONLINE payment options to facilitate easier payment receipts.

Statements of account will be sent out monthly to those accounts with balances owed, with the expectation of payment upon receipt. Lunch balances are expected to be paid in full by the last day of **each semester**. Large outstanding balances at the end of the semester will be considered for legal action. For accounting purposes, lunch balances/credits less than \$2.00 will be written off at the end of the school year. Payments by check may be mailed to the school or dropped off at the front desk.

Families may apply for free/reduced-price meal benefits anytime during the school year.

Application for Educational Benefits forms are distributed to all families prior to the student's first day of classes. In addition, applications are available upon request. If household income or size change, families can apply for meal benefits anytime during the school year.

Applications for Educational Benefits are not shared between districts, Schoolcraft must have a separate application on file to receive free or reduced breakfast/lunch.

III. Charge Policy

If the student or family account has insufficient funds to pay for breakfast and/or lunch students will be allowed to charge, all students at SLC will be provided a meal regardless of meal account status.

IV. Notification of Account Status

Families can check their student's meal account balance via JMC on line program or contact the office for account balances. SLC will email families account balances monthly, statements can be mailed instead upon request. Quarterly accounts with balances over \$100 will have a statement mailed and phone call will be made to the parents or guardian. SLC will encourage parents to complete the free/reduced-price meal application called Application for Educational Benefits.

V. Collection of Unpaid Meal Debt

The Business Manager will contact the household to request payment. If payment still is not made, the SLC Director will contact the parent/guardian to determine an appropriate solution. The debt will be turned over to a collection agency if the account is still not paid and no effort has been made to resolve this balance.

The expectation is all fees owed to SLC will be paid in full on the last day the student will be attending classes.

Source: Schoolcraft Learning Community

Reviewed: 7-19-17

Approved by the Board: 7-19-17