

### Unpaid Meal Charges

A student who does not have cash or money on his/her account to cover the cost of a meal at the time of service may charge the meal. The School Nutrition Program expects the parent(s) to repay the charged meal the following school day.

The school's cafeteria will remind the student verbally of a low account balance when his/her account balance falls below \$5.00. The cafeteria manager will notify the parent(s) directly if the student has a negative account balance (if a charge has occurred). The cafeteria manager will use one of the following methods to inform the parent:

- a letter addressed to the parent and sent home with the student,
- a phone call

Students will not be made to do chores or other work to settle any unpaid meal charges and will not be labeled with a wristband or hand stamp or identified in any other way if they cannot pay for a meal or have an unpaid meal charges.

If a parent regularly fails to provide meal money or send food to school with the student, and if the student does not qualify for free or reduced benefits, the Supervisor of School Nutrition will inform the principal who will determine the next course of action. The principal may find it necessary to notify the Department of Social Services of suspected child neglect and/or to take legal steps to recover the unpaid meal charges.

The superintendent or his designee ensures that federal school nutrition funds are not used to offset the cost of unpaid meals and that the School Nutrition Program is reimbursed for bad debt using the following procedures:

- Notifying a student's parent of a negative balance using one of the following methods:
  - a letter addressed to the parent and sent home with the student,
  - a phone call,
  - a text message
- Turning over delinquent debt to the Supervisor of School Nutrition and the school principal who will attempt to contact the parent to collect payment.
- Excepting gifts or donated funds for the purpose of offsetting delinquent student meal accounts
- Continuing collection efforts for unpaid meal charges the following school year

### Recordkeeping

The Pittsylvania County School Board is responsible for maintaining records that document compliance with this policy. Those records include documentation used to assess the nutritional profile of food items and determine whether a food item is an allowable competitive food, such as recipes, nutrition labels and/or product specifications for the competitive food available for sale to students.