

## EFDA

### COLLECTION OF MONEY / FOOD TICKETS

To ensure students receive the nutrition they need to stay focused during the school day, the District shall maintain a meal charge program that minimizes identification of students with insufficient funds to pay for school meals and maintains the financial integrity of the district food service fund account. Further, the District shall abide by program regulation 7 CFR 245.5 by providing parents/guardians of all students who attend the school in the District information regarding the availability of reimbursable school meals and must provide, in writing, information about applying for free or reduced price meals. The District will promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of all District meal programs. The District shall include students, families, and the school community in establishing and developing a communication plan for the District's meal charge policy that complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.

The District provides the following regarding meal charges:

- A. No student will be denied a reimbursable meal if they have a negative balance on their cafeteria account until the balance exceeds negative twenty dollars (\$ -20.00).
- B. Students who charge a meal will receive a reimbursable meal unless the negative balance exceeds negative twenty dollars (\$ -20.00).
- C. When a student's account exceeds negative twenty dollars (\$ -20.00), an alternative meal will be provided.
- D. Students will not be permitted to charge *a la carte* items if they have a negative balance on their meal plan account.

At least one (1) advance written communication shall be given to the student and parent/guardian prior to providing additional meals beyond the conditions established by the District. The written communication shall explain the procedure should the student not have sufficient funds to pay for a meal.

The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The Superintendent shall establish procedures for collection of unpaid meal charges classified as a delinquent debt in a manner that ensures that such efforts do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in 2 CFR 200.426. Bad

debt must be written off as operating loss. However, “bad debt” must be restored using non-federal funds. Delinquent meal charges that are converted to “bad debt” must be recorded and maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

Adopted: March 6, 2018

LEGAL REF.: The Child Nutrition Act (42 U.S.C. 1771 *et seq.*)

CROSS REF.: JL – Student Wellness