

Meal Process Paid Student and Negative Lunch Balances

The school's paid lunch price is approved annually by the state. TCS administration will receive a copy of this policy from the state each August and it must be on file in the school office. Compliance with this policy is mandatory and directors should see that their school food services procedures do not violate the policy in fact or in spirit. All elementary students K-6th will have recess before lunch. Recess is 20 minutes followed by a 30-minute period to eat lunch.

Negative balances

If at the end of the school year there is a negative balance, the kitchen director will contact the parent for payment. For any dollar amount owed, parent(s) will be contacted until payment is made. If balance is not paid by June 5th, the kitchen director and school administration have the option to send any negative lunch balances to a collection agency or if there are funds in the superhero account that other parents have donated, then those funds may help pay for any negative lunch balances.

If the amount owed is sent to a collection agency, the parent will be responsible for all charges incurred by the collection agency. If a student exits the school in the middle of the year their balance must be paid in full before exiting. If balance is not paid in full before exiting, it must be paid within 30 days. If balance is not paid in full within 30 days amount owed may be sent to collections.

The general fund may choose to help with negative lunch balances if they feel a collection agency is not necessary. The lunch program is not allowed to write off any unpaid lunch balances or pay for any fees to obtain a collection agency. Federal and State funds are not allowed to be used to pay for any unpaid negative lunch balances as per codes (53A-19-201. Control of school lunch revenues – Apportionment – Costs. 200.426 Bad Debts.)

If the superhero fund is used to pay negative balances and there is enough money in the superhero fund to cover all balances than all balances will be paid off. If there isn't enough money to cover all negative balances in full then the money will be distributed evenly regardless of how much each student owes and the remainder balance will either be sent to collections or TCS general fund will pay remaining balance (for example: If total balances owed was \$200 but the hero fund only has \$150 then each family would get 75% of the owed amount applied). Before the end of the school year, parents must clear all lunch balances and make sure they are paid in full and signed off by the Food Service Director.

All students and employees shall be allowed up to ten temporary meal charges without sufficient funds. If the student has not paid their debt, then the student will receive a partial meal consisting of a bread item and milk. This partial meal will be charged to the student account at \$0.50 per meal. Employees are not eligible for partial meals. Partial meals will be claimed as 'other' meals, which are not reimbursable by the government. Parents will be notified by email before a student will be served a bread item and milk. Students will not be turned away for any reason if they do not have a negative lunch balance. Students will never be notified that they have a negative lunch balance.

A la carte items are not eligible for free/reduced lunch prices. All students must pay full price for a la carte items. Students will not be allowed to purchase a la carte items if they have a negative balance. Students will check out at the Point of Sale with their name.

The Nutrition Director or any kitchen staff will not be responsible in making sure which students are allowed to take a school lunch. It is the responsibility of the student and the parents to make sure they know if they are not allowed or allowed to purchase a school lunch. If a student purchases a school lunch without the parent's permission, then the parent is still responsible for payment of the meals taken.

Employees' and their dependents' lunch balances will be deducted from their paycheck. If employees' or their dependents' balances have not been paid by the next pay period of a meal being served, then the balances will be deducted from their paycheck. It must be paid by the Monday of that pay period by 3:00 PM for it not to be deducted from their paychecks.

The Nutrition Director will send out emails weekly to let parents know if their students have a negative lunch balance. Students must have a \$0.00 account balance to check out and receive necessary paperwork. If a student's negative lunch balance has not been paid by the end of the school year, then all negative balances may be sent to a collection agency.

If money is left in a student's account at the end of the school year, the parent can donate any money left in the lunch account to a 'superhero fund'. This fund is used to help pay for students who have a negative lunch balance. At the discretion of the kitchen director and administration, the kitchen may choose to help pay for those negative lunch balances. The 'superhero fund' is not set up for parents who choose not to pay for negative lunch balances but is to help with unforeseen circumstances.

Positive account balances: TCS's lunch program will refund any positive lunch balances at the end of the school year. If there are other siblings at TCS, those balances may be transferred to them for the next school year.

Administration will work in conjunction with Nutrition Director to ensure all compliances are met.