



### **POLICY 6.031**

**4-F** I recommend that the Board adopt the proposed revised Policy 6.031, entitled "School Food Service Meal Accounts."

[Contact: Steve Bonino and Allison Monbleau, PX 52017.]

#### **Adoption**

#### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on July 30, 2007.
- It is recommended that this Policy be developed and adopted to establish a consistent practice in the School District for collecting unpaid meals or overdrawn meal accounts, as required by Federal laws.
- The proposed policy provides for elementary and middle school students to be able to receive meals on an emergency basis, when the parent or student forgets to provide or bring meal funds. Elementary students are permitted to overdraw their cafeteria account by three paid meals, and middle students are permitted to overdraw their account by one paid meal, before a replacement meal is provided the student.
- A replacement meal for the District is a cheese sandwich with milk or fruit juice. The District provides the replacement meal at no cost to the student and the cost of the replacement meal is non-reimbursable to the District.
- When an elementary or middle school student forgets to bring meal funds, parents will be notified verbally or in writing regarding the status of the student's meal account.
- High school students are not allowed to charge meals.
- Federal laws require a student receiving free meals to provide such meals regardless of the status of the student's meal account.
- In repeated instances of a student not having funds to cover his or her meals, the student's parent or guardian will be provided with information on the application for free or reduced price meals. If the parent or guardian does not make such application on behalf of the student, the principal or his designee is permitted to complete an application on behalf of a needy student.
- The Superintendent, or his designee, is delegated authority to establish guidelines for the collection of food service charges due to the School District, including but not limited to the establishment of a mutually agreed upon

payment plan until an account is paid in full, the use of a collection agency, and write-off of uncollectible debt.

POLICY 6.031

SCHOOL FOOD SERVICE MEAL ACCOUNTS

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4 1. Purpose. The purpose of this policy is to establish consistent meal account  
5 procedures throughout the School District. The goals of the policy are:
- 6 a. To treat all students with respect in the serving line regarding meal accounts  
7 regardless of the student's eligibility status;
- 8 b. To establish policies that are age appropriate;
- 9 c. To encourage the parent/guardian to assume the responsibility of meal  
10 payments and to promote self-responsibility of the student; and
- 11 d. To establish a consistent district policy regarding overdrawn accounts and  
12 collection of negative balances.
- 13 2. Adherence to USDA Guidelines. In accordance with the USDA guidelines for  
14 participating in the National School Breakfast, Lunch, and Snack Programs, all  
15 students who meet the criteria for eligibility for free benefits will not be denied a  
16 breakfast or a lunch meal for any reason. It is the parent/guardian's responsibility  
17 to apply for benefits if needed; however, the USDA guidelines permit the principal  
18 or designee to complete an application for a student known to be needy. Federal  
19 guidelines for principals may be obtained from the School Food Service  
20 Department.
- 21 3. Unpaid Meals or Overdrawn Meal Accounts. Meal charges are for emergency  
22 use only and are designed to cover situations when parents or students forget to  
23 bring or provide funds for meals. The School District shall follow the guidelines  
24 below for unpaid meals for the designated school/grade level group.
- 25 a. Elementary Schools:
- 26 i. Elementary school students are allowed to overdraw their cafeteria  
27 account by a maximum of three paid lunch meal equivalents.
- 28 ii. Anytime a student does not have enough money to purchase a meal, the  
29 student will receive the meal of his/her choice until such time that the  
30 student attempts to make a purchase that would result in an account  
31 balance that would exceed the three paid lunch meal equivalents. The  
32 parent/guardian will be notified verbally or in writing of the negative  
33 account balance.

34           iii. For any meal purchase where the account would result in a charge of  
35 more than three paid lunch meal equivalents, the student will receive a  
36 nutritious replacement meal of a cheese sandwich on whole wheat bread  
37 and a choice of a low fat milk or a 100% fruit juice (documented food  
38 allergies will be accommodated). An Overdrawn Account Letter will be  
39 sent home with the student at such time.

40           iv. No student will be allowed to charge a la carte.

41       b. Middle Schools:

42           i. Middle school students are allowed to overdraw their cafeteria account by  
43 a maximum total of one paid lunch meal equivalents.

44           ii. The parent/guardian will be notified verbally or in writing of the negative  
45 account balance. The student will receive the meal of his/her choice until  
46 such time that the account balance would exceed the one paid lunch  
47 meal equivalent.

48           iii. No student will be allowed to charge a la carte.

49       c. High Schools:

50           i. No purchases will be allowed without proper payment.

51 The replacement meal as provided in this section is provided at no cost to the  
52 student. The School District recognizes that such replacement meal cost is non-  
53 reimbursable to the School District.

54   4. All Students.

55           a. In repeated instances of any student not having funds to cover his or her  
56 meals, the parents or guardian shall be provided with information on the  
57 application process for free or reduced priced meals.

58           b. An unpaid food service debt will follow a student from pre-K through High  
59 School.

60   5. Adults.

61           a. No purchases will be allowed without proper payment. Adults may pay for  
62 meals in advance.

63   6. Delegation of Authority Regarding Unpaid Balances. The Superintendent, or  
64 designee, shall establish guidelines for the collection of all food service related  
65 charges due to the School District, including but not limited to the establishment of

66        a mutually agreed upon payment plan until an account is paid in full, the use of a  
67        collection agency, and write-off of uncollectible debt.

68        STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41; 1001.42(14)

69        LAWS IMPLEMENTED: Fla. Stat. §1006.06

70        STATE BOARD OF EDUCATION RULE: F.A.C. 6A-7.0411

71        HISTORY:    /   2008

Legal Signoff:

The Legal Department has reviewed proposed Policy 6.031 and finds it legally sufficient for development by the Board.

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Attorney

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Date