



CHILD NUTRITION SERVICES

CHARGE POLICY

Per USDA guidelines, MSDWT is not allowed to incur bad debt from unpaid meal charges. We recognize that there are circumstances that may cause a student to not have money in their account. In the event that a student does not have money to pay for their meal, the following charge limits will be followed.

Elementary Schools:

For students in grades K-5 the first three (3) days that a student has no payment for breakfast and/or lunch, the regular breakfast and lunch will be served and the cost of each meal will be debited from the student's account. After three (3) days without payment the student will be offered up to three (3) consecutive Courtesy Lunches at no cost.

A friendly reminder notice will be sent home and/or a courtesy phone call made notifying the parent that payment is due. After six (6) consecutive days of non-payment, the student's courtesy lunch privileges may be stopped.

Middle Schools:

For students in grades 6-8 the first two (2) days that a student has no payment for breakfast and/or lunch, the regular breakfast and lunch will be served and the cost of each meal will be debited from the student's account. After Two (2) days without payment the student will be offered two (2) consecutive Courtesy Lunches at no cost.

A student who has charged a meal may not charge or purchase "a la carte" items. After five (5) consecutive days of non-payment, the student's courtesy lunch privileges may be stopped.

High School:

Charging of meals is not allowed at North Central High School.

Alternate Meals:

If the number of courtesy meals have been reached an Alternate Meal may be offered consisting of a Cheese Sandwich, Peanut Butter Sandwich or PBJ Graham Bar; One (1) Fruit or Vegetable serving and a Milk.

Alternate Meals will be tracked at the POS to the student's account so the activity appears on the student history screen. When a student begins receiving Alternate Meals because of non-payment the Child Nutrition Supervisor must be notified by email of the current situation regarding the student's account.



CHILD NUTRITION SERVICES

Student Account Procedures

Collection of Unpaid Debt

Once a student has exceeded their charge limit and has been provided their allowed courtesy lunches at no cost without payment or a payment plan a final negative balance letter will be sent. If the debt is not paid to Child Nutrition Services within 30 days of the sent letter, the account will be zeroed out and *Board Policy 6151 – Debt Collection* will be followed. A list of all accounts turned over to the Board will be kept on file by Child Nutrition Services.

Inactive Negative Accounts

After EOY Rollover, inactive accounts (withdrawn or graduated students) with a negative balance less than \$25.00 will be zeroed out by using the Donations/Closed Accounts Fund.

Negative balances greater than \$25.00 will receive a final notification letter that payment is due to Child Nutrition Services within the next 30 days or the account will be sent to the Business Office and *Board Policy 6151- Debt Collection* will be followed.

Inactive Positive Accounts

After EOY Rollover, inactive accounts (withdrawn or graduated students) with a positive balance will be granted a refund with a written request within 30 days of the date the student leaves the district. After 30 days the positive account balance will be transferred into the Donations/Closed Accounts Fund. The funds in this account will be used to offset negative balances of inactive accounts less than \$25.00 that have not been collected. The refund form is available on the district website or any school cafeteria.

Before any refund is issued please make sure the auto-replenish feature on the account has been stopped at mypaymentsplus.com.

ACTIVE RETURNING STUDENT ACCOUNTS

Any positive or negative amount remaining in an active student's meal account at the end of the school year will be carried over to the next school year and no refund or adjustment will be made.

MSD of Washington

Bylaws & Policies

6151 - DEBT COLLECTION

The District has a process of collecting outstanding debt which is owed, by parents, patrons, businesses and others. This is necessary due to money owed the District for textbook rental fees, other educational fees, cafeteria fees, and other specified fees.

The District may utilize the services of a private collection agency or other means to assist in the recovery of monies owed. When an account is submitted to the agency, the debtor is notified and requested to settle the account. Failure to make a satisfactory response can lead to the debtor's credit rating being adversely affected or to the initiation of legal action against the debtor. State law allows school districts to assess a fee for bad checks. Any payment, which is dishonored by a depository institution, will result in the assessment of a twenty-five dollar (\$25.00) charge plus the amount equal to the actual charge by the depository institution.

I.C. 20-5-1.5-1 et seq.

Revised 9/03

Revised 2/11/04

Revised 1/23/08

Elementary Schools

CHILD NUTRITION PRICES

Student Breakfast	\$1.50	Adult Breakfast	\$2.10
2nd Student Breakfast	\$2.10		
Reduced Breakfast	\$0.30		
Breakfast Entrée	\$1.00		
Student Lunch	\$2.35	Adult Lunch	\$3.50
2nd Student Lunch	\$3.50	Adult Salad Bar	\$3.50
Reduced Lunch	\$0.40		
Lunch Entrée	\$2.00		
Fruit Serving	\$0.75		
Vegetable Serving	\$0.75		
4 oz. Fruit Juice	\$0.75		
Milk	\$0.50		

Middle and High School CHILD NUTRITION PRICES

Student Breakfast	\$1.50	Adult Breakfast	\$2.10
2nd Student Breakfast	\$2.10		
Reduced Breakfast	\$0.30		
Breakfast Entrée	\$1.00		
Student Lunch	\$2.50	Adult Lunch	\$3.50
2nd Student Lunch	\$3.50		
Reduced Lunch	\$0.40		
Lunch Entrée	\$2.00		
Fruit Serving	\$0.75		
Vegetable Serving	\$0.75		
4 oz. Fruit Juice	\$0.75		
Milk	\$0.50		