



Book	Board Policies
Section	Section E - Support Services
Title	Unpaid Student Meal Debt
Code	EFDA
Status	Active
Adopted	August 10, 2017
Last Revised	September 10, 2019
Prior Revised Dates	9/13/2018

Converse County School District No. 2 wants to ensure that no child goes hungry. Meal Loans are reimbursable meals a student can charge to their meal account when their account has insufficient funds to cover the cost of the meal. A Meal Loan becomes a negative debt on the student(s) account that must be repaid. The purpose of this loaner policy which is to be adopted by all schools in the district is to be proactive in parent notification in an effort to control loaner balances. Parents and/or guardians are responsible to maintain their child(s) account throughout the entire school year. This policy guidance is to standardize processes for handling loaners through the school district. This policy is to permit the receipt of reimbursable meals only.

The district offers PFI (Pay For It) to our parents to fund their student's lunch account(s). Please go to www.converse2.org click on Departments then Food Services to get instructions and set up an account.

Notification:

Elementary, Intermediate, and Secondary Schools (K-12)

When the student(s) account balance reaches a negative balance the campus cashier will verbally remind the student that they need money in their account when they come to the cashier. Additionally, cashiers will notify parents/guardians informing them of their student(s) negative balance. When a student's lunch balance reaches -\$25.00, the building principal and school counselor will be notified. Options available include but are not limited to special school funds, donations, or assisting the parent/guardian in completing an application for free and reduced meals.

Special Circumstances

- Upon investigation and documents, the principal may be able to complete a Meal Application on behalf of a needy student whose parents are unresponsive. This process will be reviewed on a case by case basis.

Point of Service Collection Procedures

- Collection procedures used in Converse County School District No. 2: Money and student I.D. numbers are collected at the end of the service line and the cashier verifies that a reimbursable meal has been served.

Cash Accounting Policies

1. Checks will be deposited for the full amount into the student account. We will not return change for any portion of the check. Non-sufficient funds (NSF)/returned checks will be charged a \$20.00 fee. Parents will receive a letter in the mail requesting payment in full for the check and the fee. If the account is paid in full (including the fee) within 30 days, the parent will be allowed to pay by check again. If the parent is sent a second NSF

letter, no checks will be accepted from this time forward by the District from the parent. The district has online payments available.

2. The daily sales will be recorded and stored following the current USDA guidelines.
3. All food service monies shall be deposited in the lunch fund and reconciled accordingly.
4. Free and reduced-price lunches are served to those students who qualify according to established federal guidelines. All free and reduced lunch applications are approved and notification letters are sent from the Nutrition Services Central Offices. Each day, an electronic free and reduced update is sent to each campus computer. All verification of free and reduced lunch forms is handled through the Nutrition Services Central Offices.
5. All students will receive a hot lunch without regard to whether or not they have a charge balance.
6. Students who are eligible for free or reduced-price meals will always be provided a meal even if the student owes money.
7. Parents will be responsible for paying for student(s) meals and any charges incurred prior to submission of an application for free and reduced lunch (and after the 30-day carryover period, if applicable).
8. Once it is determined that a delinquent account is not collectible, it shall be considered as a bad debt and treated as an operating loss, which cannot be absorbed by the non-profit food service account.
9. The district will provide a copy of this policy to all households at the beginning of each school year and to transfer students.
10. Converse County School District No. 2 may if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid charge is paid in accordance with W.S. 21-4-308. If it is determined after six (6) months of efforts to collect delinquent accounts that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Documentation of collection efforts shall be maintained.
11. The district is committed to ensuring that all students are able to participate in the hot lunch program. Parents of a student with a negative balance may contact the school(s) Food Services Department for information and support in providing their child with a healthy, quality school lunch.