



## **District 49**

### **Policy/Procedure on Unpaid Meal Charges**

#### **2019-2020**

Our school district has a computerized point of service system called QSP. Each student has a pin number much like an adult would for an ATM card.

This pin number will stay with the student all the way through graduation as long as the student is in our school district. This computer system tracks free, reduced, & paid student meals and accounts.

The Nutrition Department is regulated by the federal government through the National School Lunch and Breakfast Programs. Part of that regulation is the directive to operate as a self-funded enterprise fund (Not-For-Profit Business) within the school district. This means that Nutrition Services does not receive any financial support from local tax-payers to operate the meal programs.

Federal regulations allow schools to deny children who receive reduced-price or full price meals but do not have money to pay. For the purpose of this policy the Nutrition Department defines delinquent debt as any student account that has a negative balance for more than 7 days. Bad debt is any account that has a negative balance upon the withdrawal/graduation of the student from the District.

District 49's Nutrition Department's policy for providing a meal to students who do not have money on their lunch accounts is as follows:

#### **Elementary**

##### **3 Meal Charges then 3 complimentary meals will be provided for both breakfast and lunch**

- When the student has a low balance on their account, the manager will tell the student they need to bring lunch money and offers a reminder (such as a stamp on their hand).
- When the student is out of money, a notice will be sent home via email.
- The complimentary meal will consist of a sandwich and milk

#### **Secondary**

- We do not allow charging at the middle or high school level.
  - Several secondary schools have set up a procedure for students without lunch money. Please check with your students' school for information on their policy.

The Nutrition Department has an on-line payment system to help our families manage their student's lunch accounts. The service allows families to check their student's balances, purchases and receive low balance reminders free of charge. If desired the system can be set to automatically place money on your student's account when the balance reaches a level that is determined by the parent/guardian, or place funds on the account as desired. The system can be accessed at: <https://payschools.com/>

The Department accepts checks and cash at the schools. Please make checks out to Falcon Food Service.

Thank you for the opportunity to share in your student's life by serving them a nutritious meal.

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