

MEAL CHARGES and NEGATIVE LUNCH BALANCES

PURPOSE

Define when students and faculty can charge meals

DEFINITIONS

POLICY

Students will check out at the Point of Sale using their student numbers.

Students will not be denied lunch if there is not money in their lunch account. If a student purchases a school lunch without the parent's permission, then the parent is still responsible for the payment of that meal taken. It is not the responsibility of the kitchen staff if a student takes a lunch without the parents' permission. All students shall be allowed up to \$50-\$75 meal charges without sufficient funds. Students will never be notified that they have a negative lunch balance.

Parent Communication

The John Hancock Charter School will send out emails every Friday to let parents know if their students have a negative lunch balance. A log will be recorded of all emails and phone calls.

Negative Balances

If a student exits school in the middle of the year, their balance must be paid before exiting. Parents are responsible to pay negative balances before June 28th. The Nutrition director or the designee will contact parents to request payment. If payment arrangements are not made, or the balance is not paid in full by June 28th, the school may send the parent to a collection's agency. If a parent is sent to a collection agency, the parent will be responsible for all charges incurred by the collection agency.

According to program requirements (53A-19-201. Control of school lunch revenues -- Apportionment -- Costs. 200.426 Bad Debts.), the lunch program cannot carry over any negative lunch balances. If balances cannot be collected by June 28th, the school will pay for all negative lunch balances from the general fund and will have the option to send the monies due to a collection agency. The school general fund may choose to help with the negative lunch balances if they feel a collection agency is not necessary.

The Nutrition director can apply donations to help pay for any negative lunch balances. 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 John Hancock Academy's general fund will pay remaining negative balance. (For example: If total balances owed was \$200 but the donation fund only has \$150 then each family would get 75% of the owed amount applied.)

Students must have the kitchen director sign off on check out forms. Yearbooks will not be distributed unless balances are paid in full. If students' negative lunch balances have not been paid by the end of the school year, then all negative balances may be sent to a collection agency.

Positive Account Balances

John Hancock Academy's lunch program will refund any positive lunch balances at the end of the school year if the student is leaving. If there are other siblings at John Hancock those balances may be transferred to them for the next school year.

If money is left in a student's account at the end of the school year and the parent would like to donate any money left in their lunch account to a "donation fund", which is used to help pay for students who have a negative lunch balance, then at the discretion of the kitchen director and administration the kitchen may choose to help pay for those negative lunch balances. The "donation Fund" is not set up for parents who choose not to pay for negative lunch balances. This account is for unforeseen circumstances.

Employee Lunches

Employee lunch accounts must be paid in full by the last day of each school year. Employees are subject to having their balance sent to a collection's agency, if not paid By June 1st.

PROCEDURE

The administration will work in conjunction with the Nutrition Director to ensure all compliances are met.

Procedure for negative balance.

1. Kitchen Director or designee will contact parents when their student balance falls within the \$-0.01 range. Contact shall include at least four attempts- a minimum of two emails to all known email addresses and two phone calls to all known phone numbers. Communication shall be logged as indicated in policy.

2. If parents do not respond, or parents do not agree to pay balance, the Principal or their designee shall contact parents to notify the parents their balance will be sent to collections.

3. The Principal or their designee will report back to the lunch program director once contact has been made or sufficient notification has been provided and authorize negative balance to be sent to collection agency.

Procedure for referral to collection agency

Before any amount is sent to a collection agency there will be four notifications of an attempt to collect a debt. These notifications will be done by 2 emails and two phone calls. The school Principal or the designee will make these attempts and has the ability to negotiate payment with parents. The principal cannot waive payment as the school will have to assume any unpaid debts.