

UNPAID STUDENT MEAL DEBT

The school lunch program is an integral part of the total school program and will be governed by the same controls as any other division of the school program.

The superintendent or designee shall be in overall charge of the program for the district. Each building principal shall be responsible for the general conduct and control of students using the cafeteria. The Food Service Director/Director of Business and Finance will be responsible for fiscal operation of the program as well as for state and federal accounting and reporting.

The food service program will be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. The district will meet state and federal requirements necessary for participation in the National School Lunch Program.

Free and reduced meals will be available to families with qualifying incomes. Students will also be permitted to bring their lunch from home and to purchase beverages to supplement home-prepared lunches.

Receipts from the food services program will be used only to pay regular food services operating costs. When food services facilities are used by outside or community organizations, a fee approved by the Board may be charged to cover costs. If facilities are used by groups, no supplies provided for the regular school lunch program or USDA commodities will be used.

The district expects that parents take financial responsibility for their student's meals and has adopted these procedures for collection of payment which include, but are not limited to:

- Payment is expected in advance of the students eating each day and parents are expected to maintain a positive meal balance throughout the year.
- Below zero balances will be communicated to parents and a payment plan is to be established.
- If the child continues to arrive at the school without a packed lunch, or funds to purchase meals, the case will be considered for referral to the Department of Family Services.
- Refunds for families withdrawing from the district may be processed through the office by filling out a refund request form. The request will be processed and paid after the next regular school board meeting and approval of bills. Graduating seniors may transfer leftover lunch balances to siblings or request a refund through the procedure listed above.
- All students will receive a hot lunch if they have money in hand to pay for the lunch without regard to whether or not they have a charge balance.
- Students who are eligible for free or reduced-price meals will always be provided a meal of some type, even if the student owes money.
- The school may prohibit a child from charging a la carte meals or seconds if they have negative account balances.
- While the school could deny a meal to a student who pays full price and who does not provide the payment for that meal, the initial procedure will be as set forth above.
- 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).

- 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. If it is determined after six (6) months of efforts to collect delinquent accounts that it will not be paid, the district will consider it a bad debt and treat it as an operating loss which cannot be absorbed by the non-profit food service account. Therefore, a general fund transfer will occur to repay the non-profit food service account for any bad debt. Additionally, the School District may, then turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid meal charge is paid in accordance with W.S. 21-4-308. Any fees or costs related to this collection will be paid from general funds. Documentation of collection efforts shall be maintained.

The district will provide a copy of this policy to all households at the beginning of each school year and to transfer students.

Uinta County School District No. Four 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 meal 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.

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 building principal for information and support in providing their child with a healthy, quality school lunch.

Adopted: March 14, 2017

Revised: March 6, 2023