

NORTH LAWRENCE COMMUNITY SCHOOL CORPORATION

MEAL ACCOUNTS, CHARGE AND COLLECTION POLICY

The State Board of Accounts and The National School Lunch Program require School Food Authorities to establish written administrative guidelines and policy for meal charges. The North Lawrence Community School Corporation has an essential role in the lives of students by providing them with a foundation for healthy living and learning. The NLCS Food Services Department makes affordable, healthy, and nutritious breakfasts and lunches available to all NLCS students. It is the responsibility of each student's parents to provide meals either by supplying food from home, sending money to school so that the school may supply a meal, or applying for meal assistance through the free and reduced meal programs.

Students may have an occasional need for assistance with their meal funds. Meal charges are strongly discouraged; but, managing money is a part of the learning process. Therefore, NLCS students may charge up to \$50.00 to his/her meal account. *Ala carte* items will not be sold to students with a negative account balance. A full reimbursable meal is available when a student does not have money in hand at the time of meal service; alternate meals are not offered.

NLCS Food Services Department shall notify parents by text, email, or other written communication when an account has a negative balance. Once an account

is delinquent with an account balance over \$50.00 or the account has a negative balance for more than thirty (30) days, NLCS Food Services Department shall send one final collection/warning letter home with a student before turning the account over to the school attorney for collection. If the charged amount exceeds \$50.00 or the account has a negative account balance for more than thirty (30) days, the account will be turned over to the school corporation attorney for collection. After the account has been turned over to the attorney, payment arrangements and collections shall occur only through the attorney's office. The student's parent or guardian shall be responsible for paying the delinquent account plus attorney fees in the amount of one-third of the delinquent account balance or \$200.00, whichever is greater, and, if suit is filed, any court costs. NLCS Food Services Department is authorized to establish regulations consistent with this policy to implement and manage food services and collections.

This policy shall be effective immediately.