

MEAL CHARGE POLICY for Bancroft School Network

Policy:

This policy is for students with insufficient funds for School Meals and Delinquent Accounts in the School Nutrition Program (aka Meal Charge Policy OR Unpaid Meal Charge Policy).

Regulations:

2 CFR Part 200, Section 143 of the Healthy, Hunger-Free Kids Act of 2010.

In compliance with N.J.S.A. 18A: 33-21 A school or school district shall not: prohibit an unsubsidized student, or a sibling of such a student, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved debt, or require the parent or guardian of an unsubsidized student to pay fees or costs in excess of the actual amount owed for meals previously served to the student.

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

- Students are allowed to charge one breakfast and/or one lunch per day.

Notifications to households will include the amount of unpaid meal charges & the expected payment dates. If you have any questions regarding meal charges, Food Service Director at 856-524-7535.

Efforts to collect delinquent and/or bad debt will be handled by our Billing Specialist.

Meal Charge Policy

- 1.a Students who qualify for free meals will not be denied a reimbursable meal even if they have accrued a negative balance on their cafeteria account from previous years.
- 1.b Students who have money to pay full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the Bancroft School will not use the money to repay a negative balance or other unpaid meal charge debt.

- 1.c Students without funds to pay for a reduced-price or full price meal are allowed to charge Breakfast OR Lunch for the day to their respective POS account.
- 1.d Students are allowed to charge one(1) breakfast and one(1) lunch for the day. Any additional meal will be billable to the students' POS account.

Communicating the Policy

- 2.a The written meal charge policy will be communicated to the household by posting on the school's website, including in the student information packet distributed on the first day of school and to all transfer students during the school year, and attached to the Meal Benefits Application.
- 2.b The written meal charge policy will be communicated to all staff on the first day of school.
- 2.c Child Nutrition Program staff will receive training on meal charge policy and record of training will be maintained as part of the professional development portfolio.
- 2.d Documentation of the communication and training plan will be maintained for the Federal Program Administrative Review.

Notifying the Household of Low or Negative Balance in Student Cafeteria Account

- 3.a The student's household will be notified of the student's low or negative cafeteria account at the end of each month.
- 3.b The Bancroft School will notify households of low or negative balances through a written letter that will be generated through the POS system via US mail.
- 3.c Notifications to households will include the amount of unpaid meal charges, expected payment dates, and where to go for questions or assistance.
- 3.d The persons responsible for managing unpaid meal charges are:
 - a. School-based staff will collect payment for meals at the POS.
 - b. Bancroft's billing department will contact households at the end of the month for low or negative balances.

Delinquent debt is allowable in the School nutrition program and may be carried over to one successive school year.

- 4.a. The student's household will be notified after 30 days before the repayment request. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school year.

Bad debt is unallowable in the SNP and cannot be carried over to the next school year.
Funds resulting from bad debt cannot be recovered using SNP funds and must be offset by

non-federal sources.

- 5.a. At the end of the school year, the School Business Director, Food Service Director and Billing Specialist will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the school from the general fund prior to the end of the same fiscal year.
- 5.b Efforts to collect delinquent and/or bad debt will be handled by:
 - a. An initial invoice will be sent to the party responsible for the student's personal financial obligations.
 - b. Subsequent invoices will be sent. If the responsible party has not responded in 30 days, 60 days, and again in 90 days, a notice will be sent to the Guarantor indicating the account may be forwarded for further collection efforts.
 - c. The responsible party may be contacted by telephone and by any other notification method that constitutes a genuine and reasonable effort to contact the party responsible for the financial obligation.
 - d. Alternative methods to locate the party responsible for the obligation or to determine the correct address on billings returned by the postal office service as "incorrect address" or "undeliverable" will be utilized. Alternative methods may include skip tracing, use of the internet service, post office records or other commercially available means of tracing the party responsible for the financial obligation.
 - d. A Billing Specialist will be available to provide information or answer questions about billing for school meals.

Assistance to Households

Households with questions or needing assistance may contact the food services department at phone number 856-524-7535.