

## **MEAL CHARGE STANDARD PRACTICE**

**August 2020**

### **I. FEDERAL REQUIREMENT**

**A.** Information provided here is to clearly communicate the meal charge practices in the Rapid City Area Schools (RCAS) Student Nutrition department.

### **II. PURPOSE OF PRACTICE**

- A.** The purpose of this standard practice document is to establish consistent meal account procedures throughout the District. Unpaid charges place a financial strain on the Student Nutrition department. The goals of this standard practice are:
- i.** To treat all students with dignity in the serving line regarding meal accounts
  - ii.** To support positive situations with District staff, business policies, and parent/guardian to the maximum extent possible
  - iii.** To establish practices that are age appropriate at all grade levels
  - iv.** To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
  - v.** To maintain consistent District practices regarding charges and collection of charges

### **III. SCOPE OF RESPONSIBILITY**

- A.** The Student Nutrition department: maintain charge records and notify the student's parent/guardian of negative balance
- B.** The parent/guardian: immediate payment

### **IV. MEAL CHARGE STANDARD PRACTICE**

- A.** Families are encouraged to apply for free and reduced priced meal benefits. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced priced meal benefits.
- B.** Families are encouraged to pre-pay for meals. Deposits are accepted daily for payments at every school, the Student Nutrition Office at 3302 West St. Cloud Street, or online at E-Funds.
- C.** Families will be notified of the school district meal charge standard practices in writing before the school year begins. This practice will also be available on the Student Nutrition website.
- D.** Letters will be sent to parents/guardians of students with negative balances.
- E.** Emails may be sent to parents/guardians of students with negative balances.
- F.** Phone calls may be made to parents/guardians of students with negative balances.
- G.** All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
- H.** Student Nutrition Office will work with families to establish long-term payment plans for those struggling to pay back negative balances.
- I.** Unpaid meal charges will be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts may continue into the new school year. This allows the District to work with individual families to establish longer repayment plans and continue pursuing collection efforts.