

FOOD SERVICE MANAGEMENT

(Meal Charges)

All students that attend Lee's Summit R-7 are provided the opportunity to purchase meals at each school cafeteria in accordance with the National School Lunch/Breakfast Program. The following guidelines shall be followed in the instance that a student finds it necessary to charge their meal due to a lack of funds in his/her account.

Parents/guardians are solely responsible for providing their children with meals, either through money to purchase meals at school or by packing a meal from home. If for any reason a parent/guardian cannot afford to provide a meal for their child, they can apply for Free and Reduced meal benefits. A hard copy application may be printed from our district website at: www.leessummitschoolnutrition.com. Applications (in most languages) are available. A household may also apply for free and reduced meals online at: www.heartlandapps.com.

Parents/guardians are encouraged to deposit money in their student's meal account by accessing our nutrition online payment portal at: www.myschoolbucks.com to make sure adequate money is readily available to purchase school meals. This will eliminate the need for parents/guardians to send money with the child each day. Parents/guardians can also deposit money by sending a check or cash directly to the school or with their student in an envelope with the student's ID number, name and amount of deposit.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the School and Nutrition Services website, and information about charging meals will be included in the student handbook.

Employees

Employees will not be allowed to charge meals.

Students

1. A student may not accumulate more than five (5) unpaid meal charges. When a student has accumulated five (5) meal charges the student will be provided an alternative meal.
2. Students may not charge à la carte items. Students are expected to pay for à la carte items prior to or at the time of receipt.

3. A student with money in hand will not be denied a meal even if the student has past due charges. Cash may be used to purchase a meal or ala carte items.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative Meals

Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. When a student has reached the charge limit they will be provided an alternate meal.

Interventions

The district will provide the following notifications when a student/employee reaches specific unpaid meal charges:

1. After a student accumulates five dollars (\$5.00) of unpaid meal charges, School Messenger will notify household of negative account balances not more than two times per week.
2. Nutrition Services will provide administration a list of student charges on a weekly basis.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Additionally, the district will provide the following interventions via the principal and/or counselor:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the principal or counselor could assist.
2. Make repeated attempts to contact the parents/guardians to inquire about any assistance that might be needed to complete the free and reduced price meals application, discuss the situation and any other concerns the principal or counselor may have after meeting with the student, provide other resources as applicable and resolve the situation.
3. Provide other resources as applicable.

Notifications to Parents/Guardians

The district will provide timely notification to parents/guardians when account balances run low (when applicable) and when account balances include unpaid charges. Parents can sign up for free at www.myschoolbucks.com to receive email alerts for low balances.

Debt Collection

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make

reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs.

End of Year Negative Balances

By law, Nutrition Services is not allowed to pay for bad debt. Therefore, each school will pay for their student's outstanding meal charges at the end of each year. Parents will be required to re-pay the school when the following year enrollment is conducted.

Donations

The district accepts donations from individuals or groups to help students and their families clear delinquent meal debt. Except as provided in Policy KH, donations for delinquent meal debt can be made to the Nutrition Services Angel Fund or to individual schools. Donations are accepted at Nutrition Services (702 SE 291 Highway, Lee's Summit, MO 64063) or at the school's cafeteria.

Refunds

Any student accounts with positive balances at the end of the school year will be automatically carried over to the next school year. If requested, the balances will be refunded to the account owner. Students who will be graduating or have left the district will have account balances refunded to the account owner or transferred to another student account at the request of the account owner. Requests for refunds should be submitted to Nutrition Services, 702 SE 291 Highway, Lee's Summit, MO 64063, Telephone: 816-986-2200.

Unclaimed Funds

All refunds must be requested within 90 calendar days of the last day of the current school year. Unclaimed funds (under \$5.00) for graduated seniors will be refunded at each school's cafeteria prior to the last day of the regular school year. Unclaimed funds \$5.00 or greater for graduated seniors will be refunded by the District during the month of June, annually. After 90 calendar days from the last day of the current school year, unclaimed funds of students no longer enrolled, will become the property of the Lee's Summit R-7 Nutrition Services Angel Fund.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.

2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.