

**Augusta County Schools
School Nutrition Program
Meal Charge Procedure**

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

Meal Accessibility

- A. Students who qualify for free meals will not be denied a reimbursable meal.
- B. Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal.
- C. Students without funds to pay for a full price or reduced-price meal are allowed to charge Breakfast and Lunch.
- D. Students are allowed to charge but will receive notice of payment due for meal charges.
- E. Students who charge a meal will receive a reimbursable meal.
- F. Students with a negative balance may not purchase á la carte items or extra items.
- G. The denial of a school meal may not be used as a disciplinary action.

Communicating the Policy

- A. The written meal charge procedure will be communicated to the household by posting on the Augusta County Public Schools website, included in the student handbook
- B. The written meal charge procedure will be communicated to all division staff.
- C. Child Nutrition Program staff will receive training on the meal charge procedure.

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

- A. The student's household will be notified when a student's cafeteria account falls below \$0.00.
- B. The SFA will notify households of negative balances as follows:
 - The school cafeteria manager will send charge notices home with the students.
 - or
 - The cafeteria manager will contact the parents/guardians via phone call or e-mail.

- If the above steps do not result in collection of the debt cafeteria managers will ask for assistance from the principal or designee to contact the parents/guardians regarding the charges.
- C. Notifications to households will include the amount of unpaid meal charges.

Delinquent debt is allowable in the School Nutrition Program and may be carried over to the next school year.

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.