

**CRAWFORD
CENTRAL
SCHOOL DISTRICT**

SECTION: OPERATIONS

TITLE: STUDENT MEAL CHARGES AND
PROCEDURES FOR
COLLECTION OF DEFICIENT
ACCOUNT BALANCES.

ADOPTED: August 23, 2004

REVISED:

808.1. STUDENT MEAL CHARGES AND PROCEDURES FOR COLLECTION OF DEFICIENT ACCOUNT BALANCES

1. Purpose The Board acknowledges the need to have a policy to allow meal charges and a policy to collect deficient account balances.

2. Authority The Board authorizes the *Superintendent or Designee* to carry out the policy and enforce the practices to collect deficient account balances.

3. Guidelines The Crawford Central School District adopted a Point of Service System for meal purchases during the 2012-2013 school year. With this system, each student is issued an Identification Number. Since secondary students are issued photo ID cards, they will be required to use their ID card from the previous school year for the first month of school until their new photo ID cards are issued. Students moving to the middle school from an elementary school will be issued a temporary ID card until their photo ID cards are issued. Even though a student card may be coded to receive a free or a reduced lunch, all students have the ability to deposit cash into their student accounts and to use their card to make meal purchases in the cafeteria. As a convenience to parents, Crawford Central permits elementary students who forget their lunch money or who do not have sufficient funds in their student account to charge their lunch. The elementary students are able to charge up to -\$25.00 and still have an option of what they order for lunch. After a student reaches the benchmark of -\$25.00 they will not have an option for lunch, an alternate meal will be provided at the discretion of the Food Service Director. Although an alternate lunch is being provided, the students and parents are still responsible for the negative balance, and it will continue to increase. There is no charging of meals at the secondary level.

The ability for a student to charge his/her lunch is done so as a courtesy by the school district to accommodate the student who upon occasion forgets to bring meal money. It is the parents and students responsibility not to abuse this privilege and will proactively monitor the cash balance in the student's account to assure that sufficient funds are on hand to cover the cost of all meal purchases and to deposit funds whenever it is determined that the student's account balance is getting low. Cashiers in the cafeterias are willing, when asked, to provide balance information relative to a particular student's account. In that the school district permits meal charges at the elementary level, controls must be established to limit the school district's aggregate exposure to losses resulting from an inability to collect deficient account balances.

808.1. STUDENT LUNCH CHARGES AND PROCEDURES FOR COLLECTION OF DEFICIENT ACCOUNT

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Cafeteria personnel at the elementary level will be responsible for monitoring deficient account balances by informing students when their balance is getting low or when it is negative. Deficient balance letters will be generated weekly for elementary students whose accounts have exceeded **-\$10.00**. These letters will be distributed by cafeteria personnel to the home room teachers to be sent home with the student. Once a month, cafeteria personnel will provide the building principal with a listing of all student accounts greater than **-\$10.00**. It is hoped that this procedure along with follow-up by the building principals will help to keep student credit balances to a minimum.

The **Superintendent or Designee** will also monitor deficient account balances paying particular attention to balances which appear to be growing. At least once a month, deficient balance letters for all accounts exceeding **-\$25.00** will be generated by the **Superintendent or Designee** and mailed to the students' home. After a parent receives three (3) deficient balance letters from the Food Services Coordinator and fails to pay the balance outstanding within thirty (30) days of the date of the third letter, the account may be turned over to the local magistrate's office for collection. At this point, the parent will not only be responsible for the outstanding balance, but there will be additional fees assessed by the magistrate's office for collection of the account (at the time that this policy was written, the minimum fees were \$62.00).

The student ID# and any account balance (positive or negative) will remain with the student from year to year through the time of graduation from high school. **Students in all grades with any negative amount are not allowed to purchase a la carte items, including milk. That also includes students entering Jr/Middle school who care over a negative amount.**

Negative balancing can be avoided by making payments in the form of cash, check, made out to the Crawford Central Cafeteria, or by credit card on the MyLunchMoney website. And for any reason, if a parent/guardian has a question, or if you want to block your students account to prohibit the sale of a la carte items please call the Food Service Director.

