

Decatur County Community Schools

Bylaws & Policies

School Lunch Charge and Collection Policy

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Decatur County Community Schools (DCCS) will consider the following definitions when considering meal charges and collections.

Delinquent Debt – that debt which is deemed still collectible.

Bad Debt – that debt which is deemed uncollectible.

“No Cash Back Policy” – Any remaining cash paid at the register at time of purchase will go into the student’s account instead of refunding.

Decatur County Community Schools will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Parents can make deposits into their students’ lunch account by cash, check, credit card or electronic funds on line.
- School lunch accounts for students and/or DCCS staff are not to be in a negative balance situation.
- A student who has a negative lunch balance may not purchase “a la carte” items, including extra main entrees.
- Schools will continue to offer a complete lunch option to students K – 6th grade. Students 7th – 12th grade, with a negative lunch account balance of -\$10 or more, will be offered an alternate meal of a peanut butter sandwich and milk, at no cost, until their school lunch account no longer has a negative balance.
- The Food Service Director or other school personnel will coordinate communications with the parents/guardians to resolve the matter of unpaid charges.
- An automated email will be sent out each week to the parents of students with negative lunch account balances, regardless of the amount.
- The automated call system will notify parents once a week if their student has a negative lunch account balance.
- All accounts must be settled at the end of the school year. Letters will be sent home when the negative balance is greater than -\$25 and again greater than -\$50. Negative balances greater than -\$50 at the end of the school year will be sent to a collection agency for collection.
- Students who graduate or withdraw from the corporation have 30 days to notify the corporation if they request a refund of any funds remaining in their student lunch account. If no request is received after 30 days, the student lunch account will close and the funds will be no longer available. Unclaimed balances will be transferred to the fund used by the corporation to pay any negative balances at school year end.