



Preparing Students for Success

Unpaid Meal Charge Procedure

Purpose

The National School Lunch Program is a federally assisted meal program that provides students a well-balanced meal each day. All student meals are partially reimbursed by the National School Lunch Program when the household does not qualify for a free meal. Parents of children who do not qualify for the free meal benefit are required to make payments to the student account only for the portion of the cost that is not reimbursed by the National School Lunch Program.

The Unpaid Meal Charges Procedure is written to outline how Weber School District will communicate to parents/guardians about the process for managing unpaid meal charges on student accounts, the procedure for collecting balances that are negative, and to assure parents that no student should be embarrassed or confronted in collecting delinquent account balances.

Policy Information:

This policy will apply to all schools that participate in the National School Lunch Program within the Weber School District boundaries.

When a new student transfers into a school within the district, parents will receive the following information from the school:

- ▶ Prices of school meals
- ▶ Parent options to provide payment for school meals
- ▶ Application for free or reduced meal pricing benefits
- ▶ Information of collection procedures for delinquent lunch accounts

This information is available to all students.

Free/Reduced Benefit:

Weber School District Child Nutrition Department offers online access for the free and reduced benefit for the federally assisted meal. All applications will be available to families after July 1, of the approaching school year. Child Nutrition also provides each school site applications to distribute to all new students. Applications can also be downloaded from <http://wsd.net/departments/support/child-nutrition/resources> after July 1, of the approaching school year.

The completed application can be e-mailed to cnp@wsd.net or faxed to 801-476-7952.

Families may be eligible to receive benefits from Special Nutrition Assistance Program (SNAP), Utah TANF/FEP, or FDPIR. If the student is eligible, this benefit is automatically updated in our "School Lunch At Weber" (SLAW) program. Child Nutrition will send a letter to the household informing parents of the student's eligibility. Any family qualifying for these benefits do not need to submit a free/reduced application form.

Payment Options:

Parents have the option of paying student lunch accounts by bringing cash or check to the lunchroom at the school. Payments can also be made at the office. Online payments can be made at <https://myweber.wsd.net/Account/Login>

Delinquent Accounts:

Prior notification:

Child Nutrition will notify parents by e-mail when the account balance is low.

Students leaving current school:

When students transfer to another school within the district, move out of the district, or complete their 6th and 9th grade school year, payment of any negative balance is required. Negative balances will not be forwarded to another school. All negative lunch accounts must be paid at check-out.

Procedure for Collections:

The CNP manager of each school will make attempts to collect the negative balance by making phone calls to parents acknowledging the student lunch account is delinquent.

During each quarter, if the negative balance is greater than \$10.00 and payment is not received within one week, the office will send a letter home to the parent/guardian with available payment plan options.

If the negative balance is greater than \$20.00 and payment is not received or a payment plan has not been established within 10 days, another letter will be sent home from the office notifying the parent/guardian that the deficit amount is being sent to collections.

If payment is not received or a payment plan is not established within 10 days and an individual student has a negative balance greater than \$30.00, the account will be referred to collections by the administration. Any family with an aggregate negative balance greater than \$50.00 at a single school, will also be referred to collections by the administration.

Refund Procedure:

All balances in a student's account will roll into the next year.

After graduation, any balance in a senior's account or if a student leaves Weber School District, the remaining balance will be transferred into a siblings account. If there is not a sibling in the district, a letter will be sent to the parent/guardian notifying them of the remaining balance, and a request may be made for any refund at the school. If the parent/guardian does not request a refund by the end of the same calendar year, the unclaimed balance will be donated to students in need.

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