

St. Clair School Food Service Procedure

Unpaid Meal Charges and Debt Collection Procedure

Purpose: The purpose of this procedure is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and for the collection of unpaid meal debt.

General Statement:

St. Clair Public School's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.

*St. Clair Public School uses a pre-pay system. Meal payments can be made at any time prior to the beginning of the school year and throughout the school year. **Payment of either check or cash can be mailed to St. Clair Public School, Attn: Kate Nicolai, P.O. Box 99, St. Clair, MN 56080-0099, or turned into the homeroom teacher or any school office.** Student's name and monetary amount must be identified on all payments to ensure payment is applied to the correct meal account.*

Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the beginning of the school year. In addition, applications are available on the school's website or can be obtained by contacting Kelly at 245-3501, ext. 222.

Charge Procedure:

If the student meal account has insufficient funds to pay for purchases, the student will not be allowed to purchase any a-la-carte items, including extra milk at lunch or milk at milk break. Student may only receive a qualifying reimbursable meal.

Notification of Account Status:

1. Parents/Guardians of St. Clair students can view their child's meal account balance on the school website at <http://www.stclair.new.rschooldtoday>. This information may also be obtained by contacting any of the school offices.
2. Once a student's meal account has reached a balance below \$0.00, an automatic email reminder will be sent to parents/guardians through JMC.
3. If payment is not received and the meal account reaches a negative balance, the Food Service Clerk will communicate with parents/guardians through phone call and/or written correspondence. Payment or payment plan will be requested.
4. If payment is not received or a payment plan established, the Superintendent will correspond with parents/guardians through a written letter. A date deadline will be given for full payment of account or a payment plan established with the Business Manager.
5. Upon failure to meet payment requirement, a second letter will be sent by the Superintendent. A date deadline will be given for full payment of account or a payment plan established with the Business Manager or debt will be turned over to the collection agency.

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