

# LAUREL COUNTY PUBLIC SCHOOLS

## CAFETERIA CHARGE AND COLLECTION POLICY 2019-2020

### **PURPOSE:**

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the Food Service Program. Cafeteria charges are for emergency use only and are only designed to cover situations when students forget or have not been provided money. This service is not designed or intended to provide a credit service for continuous charging and collection of funds.

### **GOALS:**

- ◆ To establish a consistent district policy regarding charges and collection.
- ◆ To encourage parents/guardians/adults/students to assume the responsibility of payments.
- ◆ To treat all students/customers with dignity in the serving line regarding meal accounts.
- ◆ To create positive situations with district staff, district business policies, students and their parents.
- ◆ To establish policies that are age appropriate.

### **POLICY COMMUNICATION:**

Ensure this policy is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. It also must be provided to all school staff that may assist students in need. Policy will also be included in student handbook and the Laurel County Public Schools website.

### **SCOPE OF RESPONSIBILITY:**

- ◆ **FOOD SERVICE PROGRAM:** Responsible for maintaining charge records and notifying the student's parent/guardian/adult of outstanding balances.
- ◆ **SCHOOL DISTRICT:** Responsible for supporting the Food Service Program in collection activities.
- ◆ **SCHOOL PRINCIPALS:** Responsible for supporting the Food Service Program in collection activities.
- ◆ **PARENTS/GUARDIANS/ADULTS:** Immediate payment

### **ADMINISTRATION:**

- ◆ Households are encourage to pay daily or prepay for extra items. Information about prepayment is included in charge notices, the student handbook and on the district website. Charges that occur are the responsibility of the parent/guardian.
- ◆ Households have the option to pay online. Information about online payment is included in charge notices, the student handbook and on the district website.
- ◆ Households may limit the amount of funds that a student may use daily for purchases. Request must be in writing to the Food Service Director.
- ◆ Household may request that a student not be allowed to charge any amount. Request must be in writing to the Food Service Director.
- ◆ **ELEMENTARY & MIDDLE SCHOOL STUDENTS**
  - Charge notices (over -\$5.00) will be sent twice per month by the cafeteria manager. One will be mailed to the household and the other will be sent home with the student. Cafeteria manager will maintain records of notices sent.
  - Computerized calls for delinquent accounts will be made weekly to households.
  - Charge notices (over -\$50.00) are sent once per month from the Central Office. Notices are mailed to the household. FS Clerk will maintain records of notices sent.
  - Charges notices (over -\$200.00) may be sent to our board attorney for collections.
  - All delinquent accounts on May 1 of the current year may be subject to collections for payment.
  - Ala carte or extra items may not be charged.
  - Food Service professionals are not to notify students of their meal charges in front of other students.
- ◆ **HIGH SCHOOL STUDENTS**
  - Charge notices (over -\$5.00) will be sent twice per month by the cafeteria manager. One will be mailed to the household and the other will be sent home with the student. Cafeteria manager will maintain records of notices sent.
  - Computerized calls for delinquent accounts will be made weekly to households.
  - Charge notices (over -\$50.00) are sent once per month from the Central Office. Notices are mailed to the household. FS Clerk will maintain records of notices sent.
  - Charges notices (over -\$200.00) may be sent to our board attorney for collections.
  - All delinquent accounts on May 1 of the current year may be subject to collections for payment.
  - Ala carte or extra items may not be charged.
  - Food Service professionals are not to notify students of their meal charges in front of other students.
  - All senior charges must be paid before the graduation activities. Principals/staff will help with collection.

◆ **ADULT MEALS**

- Adult/staff meals are to be either prepaid or paid for daily. Adults should not charge meals in the cafeteria.
- Program adults are those individuals who are employed in food service and are paid entirely from food service funds, these adults receive a meal at no cost. (includes café managers/cook/bakers/substitute cooks)

◆ **PAYMENT/CHARGE TRANSACTION RECORDS**

- Each school cafeteria utilizes a computerized point of sale/register system that maintains a record of all deposits and purchases, this record will be made available to parents/guardians upon request.

◆ **INSUFFICIENT FUNDS**

- Checks returned for insufficient funds will not be accepted for future payments, cash or money order will be your payment options.

◆ **PAYMENT PLANS**

- Payment plans may be established with households to make the process of paying meal charges more manageable for families.
- When local officials determine further collection efforts are useless or too costly, the debt must be classified as bad debt.
- Nonprofit School Food Service resources may not be used to cover costs related to bad debt arising from uncollectable accounts. These funds must come from the school district's general fund or non-federal source.

◆ **REFUNDS**

- Withdrawn Students – Upon request, a refund will be provided of unused funds.
- Graduating Students – In May, all seniors are notified of their balance, this amount may be refunded or transferred to another account upon request.
- Unclaimed Funds – Unclaimed funds will become the property of the Laurel County Public Schools School & Community Nutrition Program.

**OTHER INFORMATION FOR PARENTS**

The Laurel County Public Schools use a computer system for student meal purchases. All students are assigned a personal number when enrolled. All students have their own account and money may be deposited into it on a daily, weekly, monthly, or yearly basis.

Parents may get information about student meal accounts by using the Parent Portal, or by contacting the cafeteria manager of your child's school or by calling Tammy Hammock at 606.862.4600 or [tammy.hammock@laurel.kyschools.us](mailto:tammy.hammock@laurel.kyschools.us).

**USDA Nondiscrimination Statement**

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This institution is an equal opportunity provider.

Approved by the Laurel County Board of Education on \_\_\_\_\_, 2019.