

BETHEL PARK SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL LUNCH/BREAKFAST
PROGRAM – CHARGED MEAL

ADOPTED: JUNE 25, 2009

REVISED: PENDING

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">808.1. SCHOOL LUNCH/BREAKFAST PROGRAM – CHARGED MEAL</p> <p>The policy of the Bethel Park School District is to provide for students’ needs for a healthy lunch whenever possible. However, due to the number of students who arrive in the cafeteria without appropriate lunch payment, the Board of School Directors deems it necessary to implement a charge policy for those students who arrive at the cafeteria and are unable to pay due to lack of available funds.</p> <p>Parent(s)/guardian(s) are responsible for ensuring that students have the appropriate form of exchange to pay for their meal. Where a student comes through the serving line without the appropriate form of exchange, the Bethel Park School District will utilize the following procedures:</p> <p><u>Disabled Students</u></p> <p>Any disabled student who is unable to take full responsibility for lunch payment will always be allowed to charge a reimbursable meal as well as a la carte items if they do not have the proper form of payment.</p> <p><u>Grades K-12</u></p> <p>Meal charges as well as a la carte purchases per school year will be allowed. Parent(s)/guardian(s) will be notified weekly that charges are accruing via the School Messenger System when the account reaches a low balance of \$5.00. Parent(s)/guardian(s) are expected to remit payment in a timely manner. Failure to do so may result in turning the matter over to the local Magistrate in accordance with the District’s Collection Policy.</p> <p><u>Collection Policy</u></p> <p>When a student’s account balance reaches a negative fifty dollars (-\$50.00) or more, in addition to the School Messenger weekly phone call, an additional call will be made to the parent(s)/guardian(s) by a cafeteria or school administrator requesting payment be made either in full or as part of a payment plan. The parent(s)/guardian(s) will also be provided with information on how to obtain and complete paperwork to participate in the Free and Reduced National School Lunch</p>
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Program. If payment has not been remitted to the District in a timely manner and/or completion of the Free and Reduced paperwork has not been initiated, written notice will be sent to the parent(s)/guardian(s) via regular and certified mail stating the amount due and describing further action that will be taken if the parent(s)/guardian(s) does not pay all or part of the balance due within ten (10) days. If no response is received from the parent(s)/guardian(s) within the ten (10) days, the student's account will be turned over to the magistrate for collection. Parent(s)/guardian(s) will be responsible to pay the amount due to the cafeteria as well as any and all fees assigned by the magistrate for the collection of monies due to the cafeteria.

Bad Debts

Unpaid charges existing on student accounts will be reviewed at the end of each school year. Only the debt that is actively pursued will be carried over to the next school year. Once the collection procedures have been exhausted and the debt deemed uncollectible, the debt will be extinguished with the transfer of funds from a non-federal source.

Gifts and Donations

Gifts and donations made to the District, by non-vendor and non-contractor sources, may be accepted for the direct benefit of student accounts with insufficient balances. These funds will be deposited into the General Fund and then transferred to the Cafeteria Fund. At the time of the donation, a list of current Free and Reduced delinquent accounts will be generated and the donation will be evenly distributed among these accounts. Any excess will then be evenly distributed among any remaining insufficient balances.