

## 1. PURPOSE

- 1.1. The Board of Directors at Spectrum Academy (Board) has adopted this policy to ensure Spectrum Academy (School) in order to comply with School Nutrition Program guidelines and USBE rule.

## 2. POLICY

- 2.1. With the understanding that all lunches are prepaid through our food service vendor, the following policy applies to students who have inadvertently neglected to prepay for lunch through the vendor, and therefore need Spectrum Academy to provide an emergency lunch.
- 2.2. Negative balances and identification of delinquent Accounts:
  - 2.2.1. The School will identify accounts weekly and notify parents by email of negative balances. The School may ask students to take notifications addressed to the parent home with them; however, the School will not tell students to “remind” their parents to send money to the School. It is the parents’ responsibility to pay the student’s account. Asking students to remind parents is inappropriate.
  - 2.2.2. The School may use any of the following options (or other reasonable options) for student meals if a student’s meal account is inadequate: (a) Student may bring a sack meal from home; and (b) School may continue to provide an alternate meal to students and notify parents that the School will use collection efforts to pay for meals. The School shall maintain documentation of parent notice.
  - 2.2.3. If a student’s account is delinquent, the School may offer the student an alternate meal and charge the student’s account \$1.00 for that meal, instead of serving a full meal at the full price.
- 2.3. Delinquent Balances and Other Procedures
  - 2.3.1. There is a negative \$15.00 limit on charge accounts. After the limit we may provide an alternate meal and charge the student’s account \$1.00.
  - 2.3.2. Lunch accounts with an unpaid balance from a previous school year will not be allowed to charge meals. Students will be allowed to bring a full cash payment for their meal that day, but no charging will be allowed until all past due funds are paid in full.
  - 2.3.3. The School will notify parents of students with delinquent balances in their school lunch accounts by such methods as:
    - 2.3.3.1. Weekly e-mail on accounts from negative \$.01-\$19.99;
    - 2.3.3.2. Phone Call from negative \$20.00 to \$35.00; and
    - 2.3.3.3. Account turned over to collections negative \$100.00 and above.
  - 2.3.4. If no payment is received, the account may be turned over to a collection agency when the student’s account becomes negative \$100. (No federal funds may be used for the collection of funds). SA will notify parents at least twice annually concerning their procedures for the collection of past-due accounts.



- 2.3.5. The School may complete an application for free/reduced-price meals on behalf of the parents, if School personnel have knowledge of the parents' financial circumstances and parents give permission. The School will notify parents that an application has been completed on their behalf.
- 2.3.6. SA may use collection agencies to collect on delinquent accounts.

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**DEFINITIONS**

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**REFERENCES**

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**RELEVANT LINKS**

[USBE Child Nutrition Program](#)

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**DOCUMENT HISTORY**

Adopted: 7/17/2020

Revised: 9/13/2024- New policy format, no substantive changes