

# **BBE Schools Policy: Unpaid Meal Charge and Debt Collection**

## **I. Purpose**

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

## **II. General Statement of Policy**

- A. Belgrade-Broten-Elrosa School District'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.
- B. It is the policy of Belgrade-Broten-Elrosa School District to offer breakfast and lunch meals that meet state and federal guidelines.
- C. Belgrade-Broten-Elrosa School District offers families two methods for paying for meals. Checks made out to BBE Schools are accepted at both school building offices and online payments with debit and credit cards are accepted at: <https://bbe.revtrak.net/>
- D. 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 student's first day of classes. In addition, applications are available at either building's main office and at: [https://drive.google.com/file/d/0B\\_8jVXdP4YiRbDFMeWxWQjFLa0ZGYzIseENGaTJiVFFtaWVZ/view](https://drive.google.com/file/d/0B_8jVXdP4YiRbDFMeWxWQjFLa0ZGYzIseENGaTJiVFFtaWVZ/view)  
If household income or size change, families can apply for meal benefits anytime during the school year.

## **III. Charge Policy**

- A. If the student or family account has insufficient funds to pay for breakfast and/or lunch meals, all students will be provided a meal regardless of meal account status. Students with an overdrawn account are not allowed to charge ala carte items.
- B. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts. When a student eligible for PAID meals has "cash in hand" to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The "cash in hand" will not be applied towards past due balances.

#### **IV. Notification of Account Status**

- A. Belgrade-Brooten-Elrosa Schools notifies students and families in a variety of ways when food service accounts are low on funds.
- All families can check their student's meal account balance via Skyward.
  - Any family with a negative balance will receive a daily email with account balance.
  - BBE School staff will mail (via USPS) delinquent account notices to all families with a balance at -\$50.00 or greater.
- B. The student/family will be notified when the account has a negative balance daily via email. Additionally any account with -\$50.00 or greater will receive a paper copy of the account balance delivered via USPS.

#### **V. Collection of Unpaid Meal Debt**

When the student meal balance is greater than -\$50.00, the following collection actions will be taken:

- The school office staff will contact the household to request payment.
- The building principal or their designee will contact the family and review with them their responsibility to provide meals for their student.
- The expectation is all fees owed to the district will be paid in full on the last day the student will be attending classes.
- Students with outstanding food service accounts will not be cleared for participation in Commencement.

Source: Independent School District \_\_\_\_\_  
Reviewed: (Date) \_\_\_\_\_  
Approved: (Date) \_\_\_\_\_