

Section 5-5.6. When no money on account; parent notification; negative balances in excess of \$15.00; federal child nutrition funds; may solicit and receive donations.

~~— A. Students who do not have money on account or in hand to cover the cost of a meal at the time of service will be permitted to charge the meal. Charging is not permitted for a complete meal only and does not include snacks and beverages.~~

B. When there is a negative balance on a student's meal account, parents will be notified by:

- (i) I.O.U. cards sent home with students;
- (ii) automated negative account balance phone calls;
- (iii) my lunchmoney.com email notification; or
- (iv) negative account letters sent from the school cafeteria.

C. When a negative account balance exceeds \$15.00, the following measures will be taken:

- (i) the Food & Nutrition Services will attempt to contact the student's parent or guardian by phone;
- (ii) a collection notice letter will be mailed to the parent or guardian requesting payment within ten business days in order to avoid turning the unpaid debt over to the City for collection of the delinquent amount and any applicable fees;
- (iii) if the requested delinquent amount is not satisfied by the due date, the entire outstanding balance in addition to any current meal charges will be turned over to the City for collection of the delinquent amount along with any applicable fees.

D. The School Board may solicit and receive any donation or other funds for the purpose of eliminating or offsetting any school meal debt at any time and will use any such funds solely for such purpose. (Adopted: November 9, 2017; Ordinance Number 17/18-16; Effective Date: November 9, 2017)

Legal Authority – U.S. Department of Agriculture, SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, July 8, 2016. U.S. Department of Agriculture, SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments, July 8, 2016. Virginia Code §§ 22.1-78, 22.1-207.4., (1950) as amended; Virginia Board of Education, A Resolution to Establish and Define Exemptions for School-Sponsored Fundraisers Pending Incorporation in the Proposed Regulations Governing Nutritional Guidelines for Competitive Foods Available for Sale in the Public Schools (Nov. 19, 2015).