

DODGELAND SCHOOL DISTRICT
Board Policy Manual

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SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS

In accordance with requirements established by federal and state oversight agencies, the School Board will adopt and approve any proposed revisions to a written rule on the subject of meal charges and the collection of funds within the District's food service program. The District Administrator and Food Service Director shall have primary administrative responsibility for overseeing the consistent implementation of the rule that accompanies this policy, including all of the following:

1. Ensuring that the rule is clearly communicated to school families and to District employees who have responsibility for the application and enforcement of the rule.
2. Monitoring the nutritional, fiscal, and operational impacts of the District's approach to meal charges and collections, and, at their own initiative or upon the request of the Board, providing the Board with reports and recommendations for changes and improvements.
3. Coordinating the implementation and enforcement of the rule with the management and staff at any contracted food service company that the District may work with.

In addition to the rule accompanying this policy addressing student meal charges and account collections, it is the policy of the District that non-student adults who are permitted to purchase meals or other items through the food service program may be authorized to charge items resulting in a negative balance in an amount equivalent to four high school student lunches per family account, with payment due immediately upon notice of the balance.

Reclassification of delinquent debt as bad debt within the Nonprofit School Food Service Account (NSFSA). In consultation with the District's financial auditors as needed, the District Administrator and/or Comptroller shall develop procedures and criteria for the reclassification of long-term delinquent debt within student food service accounts as uncollectible bad debt. Such procedures and criteria shall be consistent with the following general parameters:

1. Unless an active payment plan is in place or other attempts at collection are actively being pursued, delinquent debt in a student food service account that has not been repaid within 30 days shall normally be reclassified as bad debt for purposes of the District's NSFSA.
2. The reclassification of a delinquent debt to a bad debt as an accounting of allowed costs within the District's NSFSA does not prevent the District from (a) continuing to track the unpaid debt, (b) accepting payment for the debt, (c) refusing to extend further credit or offer other payment plans to the debtor household, or (d) applying other District policies and rules related to unpaid charges and fees.

Approved: October 23, 2017
Revised (WASB): September 2017