

Brandywine Heights Area School District

Food Service Charging Procedure

Effective: May 8, 2018

The following procedures are established to address situations where a student does not have sufficient funds in their account for breakfasts and/or lunches but will still be provided a reimbursable meal and how funds will be collected for account balances that become negative. The procedure is consistent with the latest guidance provided by the USDA and the Division of Food & Nutrition of the Pennsylvania Department of Education. The goal is allowing access to meals for all students and to prevent “lunch shamming” from occurring.

- I. All students are to receive a full reimbursable meal (breakfast or lunch) of their choice, regardless of their food service account balance. The full eligibility price will be charged for the meal.
- II. Students may not charge a la carte items.
- III. For parent/guardian convenience, the Point of Sale (POS) System will allow for payment of meals/a la carte by cash, check, or online through the My School Bucks payment portal.
- IV. Adults are not permitted to charge any purchases in the cafeteria without sufficient funds.
- V. Cafeteria cashiers will accept cash, but change from a transaction will be credited to the student’s Point of Sale account if a negative balance exists.
- VI. Balances on the food service account for each student are not to be discussed with the student. If the student requests to know the balance, the cashier is allowed to tell them. Cashiers may also provide a “payment” envelope if student requests.
- VII. Parents/guardians are responsible to pay student negative meal balances.
- VIII. Messages will be sent out weekly to families indicating food service low and negative balances. Parents/guardians are the sole receiver to this information. Students should not be given a receipt, notice, memo or letter of any sort at the register for any reason.
- IX. An additional notice will be sent from the business office when any account has a negative balance greater than \$20.00.
- X. A final notice will be sent from the Business Manager when any account has a negative balance greater than \$50.00.

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Food Service Charging Procedure (cont.)

- XI. The district will be cooperative in setting up a mutually agreed upon payment plans with parents/guardians of students with negative balances. The district has designated the Business Office/Benefits Specialist as the contact person who can be reached at 610-682-5141.
- XII. Free and reduced meal application information will be sent home to parents with delinquent account letters as needed.
- XIII. Free and reduced meal application information will be provided at applicable school events and on the district website.
- XIV. Language assistance will be made available by the district as needed.
- XV. The district will utilize the Administrative Application process by submitting a free/reduced application for a family if the situation warrants it.
- XVI. Funds will be collected in a timely manner. If funds are not collected within a timeframe mutually agreed upon by the parent/guardian and the Brandywine Heights Area School District the account may be sent to a collection agency and repayment of the account balance with possible fees and penalties assessed.
- XVII. Funds to restore the food service account will be obtained from the General Fund for accounts deemed to be uncollectable.
- XVIII. As a general rule, any monies “gifted” to the food service account to support negative lunch balances will be districted based on the most negative account balance that has not had distribution in the last month unless a specific request is made to support individual district student(s). Funds will be deposited in the district’s general fund and then distributed to the food service fund per Division of Food & Nutrition Guidelines.