

Bruneau-Grand View Joint School District #365

NONINSTRUCTIONAL OPERATIONS

8245

Unpaid School Meal Charges

The District adopts the following policy to ensure District employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to maintain the financial integrity of the school nutrition program.

Unpaid Meal Charges

When a student's school meal account funds are exhausted, a student paying the full or reduced price for meals may charge no more than **8** meals OR **\$50** to his or her school meal account. Students may charge breakfasts and/or lunches and/or afternoon snacks up to the maximum amount. Charging of a la carte or extra items to a student's account will not be permitted.

Students who have charged the maximum amount allowed will not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Charging of a la carte or extra items to a student's account will not be permitted until the negative balance is resolved.

The Board directs the Superintendent to draft a procedure detailing the manner in which notice of low account balances shall be given.

The current procedure includes:

- The District provides notification when students are at zero balance.
- The District provides notification for a second notice at -\$40.00.
- The District provides a certified letter at -\$50.00.

The District will make reasonable efforts to notify families when meal account balances are low. The District will make reasonable efforts to collect unpaid meal charges.

This notice may include a copy or description of this policy and information regarding how to apply for free or reduced price meals, including contact information for the District's Food Service Director who can help them with the application process. Active efforts to encourage eligible households to apply for free or reduced lunch may be used to prevent meal charges.

If payment of the negative balance is not received within **60** days of the maximum charge limit being attained, the debt will be turned over to the Superintendent or the Superintendent's

designee for collection. If the debt is not paid within **90** days of mailing the final notice of the negative account balance, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Such bad debt must be restored using non-federal funds, from sources such as the District's general fund, special funding from state or local governments, or other sources.

Efforts to collect payment may include use of collection agencies, small claims courts, or any other method permitted by law, provided the benefits of potential collections outweigh the costs incurred to achieve those collections.

Students and parents/guardians of students are encouraged to prepay meal costs. Payments for school meals may be made by:

1. Bringing payment to the school OR District office;
2. Making payment on the District website from School Payment Portal with the Mobile Pay Step-By-Step Guide.

Notification

The District will provide a copy of this policy to all households at the start of school each year and to families and students that transfer into the District at the time of transfer. All District staff responsible for enforcing any aspect of the policy shall also receive a copy of this policy. It may also be communicated to school social workers, school nurses, the homeless liaison, or other staff members who may assist students in need. The District may also make this policy available in student handbooks, on the District website, or by other means deemed appropriate.

Records

Records of how and when this policy is communicated to households and staff will be retained. The District shall also retain documentation of the handling of bad debt, including:

1. Evidence of efforts to collect unpaid meal charges in accordance with this policy;
2. Evidence the collection efforts fell within the timeframe and methods established by this policy;
3. Financial documentation showing when the unpaid meal charge(s) became an operating loss; and
4. Evidence any funds written off as bad debt were restored to the nonprofit school food service account using non-Federal sources.

Charitable Assistance

The District may establish an unpaid meal charges fund to cover the cost of unpaid meal charges. Charitable groups, individuals, school fundraisers, and others may donate to this fund.

Parents/guardians of children who pay the full amount for school meals and who have funds left over in their school meals account at the end of the school year may be offered the option of

donating these funds to the unpaid meal charges fund. If the District chooses to establish an unpaid meal charges fund, the Superintendent or his or her designee shall establish procedures for the use of such funds.

Cross Reference: 4175 Required Annual Notices

Legal References: SP 46-2016 Unpaid Meal Charges: Local Meal Charge Policies, United States Department of Agriculture

Other References: 2017 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, United States Department of Agriculture; Unpaid Meal Charges: Guidance Q&As, March 23, 2017, United States Department of Agriculture.

Policy History:

- Adopted on: 10/14/25
- Revised on: * Reviewed on: 9/2/25, 10/7/25
- Reviewed on: Reviewed on July 14, 2026