



Hancock County Public Schools

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Food Service Meal Charge Policy 2017-2018

Charges are designed to cover a situation in which parents or students forget to provide or bring monies for breakfast/lunch and not for the child's meal to be the responsibility of the Child Nutrition program. Students who have forgotten money may charge meals in the cafeteria. If the child's account balance is in the negative, under no circumstance may a la carte items be sold until the money owed is paid in full. Adult meals must be paid for in advance or at the time of purchase. There are no provisions for adult charges.

The following steps may be taken in collecting funds owed to the Child Nutrition Program throughout the district:

- Cashiers verbally remind the student that their account is low to try to avoid meal charges.
- Cashiers verbally remind students that their account is in the negative.
- Messenger call reminders go out to guardians who have children whose meal account balance is negative.
- Negative charge letters are sent home with elementary students in a way not drawing attention to the fact that it is a charge letter.
- Negative charge letters are sent via the USPS weekly to homes of all students whose balance exceeds -\$2.
- At the high school level, any student whose meal account balance is -\$50 or greater may not participate in extra-curricular activities per SBDM guidelines.
- Seniors that are eligible for graduation may not participate in graduation ceremonies if funds are due to the district.
- In-County/Out-of-County transfer students may have their enrollment revoked at the end of a semester if account balances become a significant problem.
- In any of these cases, if non-payment persists, the debt is passed on to a third party for collection and may result in legal action at the cost of the debtor.

USDA Nondiscrimination Statement

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Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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