

## MEAL DEBT COLLECTION

Sheridan County School District #2 participates in the National School Lunch and Breakfast Programs to ensure that our students have access to the healthy food they need to learn and succeed in school.

Free and reduced meals are available to families with qualifying incomes. Applications are accepted at any time during the school year. Any benefits qualified for will become effective on the date the application is processed. Benefits cannot be backdated and parents are responsible for payment of any charges incurred prior to the application being processed.

The District expects parents to take financial responsibility for their student's meals. If students and parents/guardians do not pay for meals, the unpaid debt places a financial burden on the District. Payment is expected in advance of the student eating and parents/guardians are expected to maintain a positive meal balance throughout the year. All students will receive a reimbursable lunch/breakfast without regard to whether or not they have a charge balance.

A la Carte is an optional program which provides food products the cost of which cannot be reimbursed by state or federal programs. Debt obtained under the A la Carte program can not exceed \$15.00.

The District offers multiple payment remittance options:

- Pay online by utilizing the parent/guardian portal or drop payments off at any school front office or at the front desk of the District office, located at 201 N. Connor Street

The district will implement the following steps for students with negative account balances:

Step 1:

- Notification will be made in a consistent and timely manner to all parents/guardians of students who have a debt via automated dialer. Notifications will continue over the

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entire calendar year.

**Step 2:**

- Collection of negative balances up to \$100 will be handled by the administrative assistant and principal.
- Balances that exceed \$100 will be handled by the central office staff.

**Step 3:**

If a parent/guardian doesn't maintain a payment plan and/or eliminate the negative lunch balance the District administration shall notify them via certified letter of the district's intent to collect this debt and notify them of further action that may be taken by the District.

The Superintendent or his/her designee may take one or more of the following actions, unless or until prohibited by state law or regulation:

- Pursue collection in small claims court or through assignment to a collection agency for negative balances exceeding \$250.00 per student in a household or if the student has transferred out of the district and negative balance remains after 10 days.
- Prohibit participation of the student in the graduation ceremony.
- If it is determined after six (6) months of efforts to collect delinquent accounts that it will not be paid, the District will consider it a bad debt and treat it as an operating loss which cannot be absorbed by the non-profit food service account. Therefore, a general fund transfer will occur to repay the non-profit food service account for any bad debt. Additionally, the District shall, then turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid meal charge is paid in accordance with W.S. 21-4-308. Any fees or costs related to this collection will be paid from general funds. Documentation of collection efforts shall be maintained.

**District Employees**

The district expects staff to take financial responsibility for their meals. Payment is expected in advance of staff purchasing a meal.

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The District offers multiple payment remittance options:

- Pay online by utilizing Infinite Campus.
- Drop payments off at any school front office or at the front desk of the District office, located at 201 N. Connor Street

Staff that have a negative balance for their personal lunch account will be identified on the 15th of each month. Staff with a negative balance will have the total amount due as of the 15th automatically debited from their next paycheck.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The district will provide a copy of this policy to all students and staff.

See also policy:

AC - Nondiscrimination

JQ - Student Fees, Fines and Charges

1st Reading: 1-12-26

2nd Reading: 2-9-26