
ADMINISTRATIVE REGULATIONS**AUX-3****SECTION: Auxiliary Services****SUBJECT: Cafeteria Operations – Meal Charge Policy****07-01-22****Page 1 of 2**

The Child Nutrition Department is operated on a cash basis with meal accounts available for all students to deposit prepaid money. In the event a student is unable to provide cash or has no money on their student meal account while attending school on campus the student is allowed the following options:

- To charge one reimbursable breakfast daily without limitations
- To charge one reimbursable lunch daily without limitations

Students are prohibited from charging the following:

- Meal items sold as an a' la carte item (entrée, sides, fruit, milk)
- Snacks

If a student presents money to purchase an item a' la carte or snack and has a negative account balance, the Child Nutrition staff will encourage the student to put money on their account but will not prohibit the sale of additional purchases.

Virtual/Remote Learners: (Only available when situations permit)

Will have access to school meals, however, they are prohibited from charging the student meal account when funds are not available in the student meal account. Virtual/Remote meals will be based on meal eligibility status FREE, REDUCED, or PAID. Virtual/Remote meals must be pre-ordered and have the available funds to cover the cost of the meal before receiving the meals.

Managing Student Meal Account

Create an account at www.schoolcafe.com to:

- Deposit money online to student meal accounts
- View history of previous payments
- Receive low cash balance email alerts
- Place restrictions on items from being purchased
- Apply for free or reduced-price meals

Negative Meal Accounts

Negative balances **will continue to accumulate each day the student selects a meal and has no money to pay. Students will not be singled out nor be given an alternative meal because they have no money.** Nederland ISD believes no student shall go hungry because they don't have money on the day they choose to eat breakfast or lunch.

ADMINISTRATIVE REGULATIONS
SECTION: Auxiliary Services
SUBJECT: Cafeteria Operations – Meal Charge Policy

AUX-3
07-01-22
Page 2 of 2

Households with excess negative balances and non-responsive to notices are encouraged to complete a meal application to see if they qualify for free or reduced price meals. Negative balances will continue to accrue to the meal account until the household makes a deposit to bring the account positive.

Notification for “Delinquent Debt”

- Students will be informed at the time of meal purchase of the negative balance and encouraged to bring money the next day.
- Elementary & Middle School: A notification letter showing the negative balance amount, expected timeframe of payment and continue collection efforts will be given to the homeroom teacher of students with a negative balance. The homeroom teacher will be asked to distribute to the student to take home.
- High School: A notification letter showing the negative balance amount, expected timeframe of payment and continue collection efforts will be mailed to the home of the student.
- A notification phone call will be made to households of all negative student account balances. Opting out of receiving phone notification will not excuse the debt owed on the student account. (Please do not opt out of receiving phone notifications, so you can be aware of your student meal account status.)

Collection of “Delinquent Debt”

- Online: www.schoolcafe.com with credit card or check/debit card
- Cash or Check: deposit can be made at the school cafeteria. If change is due, the student has two options:
 1. Deposit the change to the negative meal account or
 2. Request the change

Checks may not be acceptable if three or more checks have been returned due to insufficient funds, failure to pay returned check plus service fee or check submitted to *Justice of Peace Office* for collection.

All Debt unpaid can result in district pursuing legal activity.

Payment Plan

Households can begin a payment plan by completing the online form located on the Child Nutrition Webpage under forms and submit to the Child Nutrition Department.

"This institution is an equal opportunity provider. This program is funded by USDA."