

## COVINGTON CITY PUBLIC SCHOOLS MEAL CHARGE POLICY

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

Students who have money to pay for a reduced-price or full-price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the School Food Authority (SFA) will not use the money to repay a negative balance or other unpaid meal charge debt. Students are allowed to charge \$25.00 on their accounts. After that they will need to bring money to purchase a meal. Students will not be allowed to charge if there is a negative account balance.

The written charge policy will be communicated to the household by posting on the Covington City Public Schools division website, included in student registration packets and will be provided to all transfer students during the school along with the Meals Benefits Application.

Notifications to households will be sent out by the School Food Authority (SFA) and will include the amount of unpaid meal charges, expected payment date, and who to call for questions or assistance.

Delinquent debt is allowable in the School Nutrition Program and may be carried over to one successive school year.

Efforts to collect delinquent and/or bad debt will be handled by:

- a. 1<sup>st</sup> letter
- b. 2<sup>nd</sup> letter
- c. Phone calls
- d. Notice of Adverse Action/potential collections
- e. Consequence

### ASSISTANCE TO HOUSEHOLDS

Households with questions or needing assistance may contact the school office where their student attends or the School Nutrition Program Office at (540) 965-1400, 340 E. Walnut Street, Covington, VA 24426.

### COLLECTION PROCEDURES FOR DELINQUENT AND BAD DEBT – ADVERSE ACTION

When a household has reached threshold of \$25.00 collection procedures will be initiated. Households will receive notification that collection procedures have begun.