



1.0 Purpose

- 1.1 The Governing Board of Nord Country School recognizes that good nutrition is an important component of our education program. The purpose of this policy is to ensure that, regardless of any and all barriers, Nord Country School students have access to healthy, nutritious meals during the school day.

2.0 Nutrition Services Procedures

- 2.1 Nutrition Services procedures shall ensure that student status regarding delinquent debt or free/reduced meal eligibility cannot be overtly identified.
- 2.2 Nutrition Services procedures shall ensure that no student will be denied a meal for any reason, regardless of any existing meal debt or other barrier.
- 2.3 Nutrition Services procedures shall ensure that a student will be served a reimbursable meal, not an alternative meal, regardless of any existing meal debt or other barrier.

3.0 Payment for Meals

- 3.1 Parents/Guardians are responsible for all meal payments for their students. If this is a financial hardship for the family, staff shall encourage the family to apply for the free and reduced-price meal program at any time during the school year.
- 3.2 Parents/Guardians are encouraged to pay for meals in advance.
- 3.3 Positive meal balances will roll over into the next school year.
- 3.4 Positive meal balances may be refunded when a student leaves Nord Country School. This refund will be provided upon request. Positive account balances of students no longer enrolled will be considered a donation toward schoolwide negative balances if not requested within 30 days of the student unenrolling.
- 3.5 Payments may be made online through the Parent Portal using debit or credits cards. Payments may also be made at the school using checks or cash either in the cafeteria or in the school office.

4.0 Debt Collection and Unpaid Meal Charges

- 4.1 The Nutrition Services Program is designed to be a self-supporting entity. Unpaid meal charges place a financial burden on the school and take away from instructional funds available to educate our students.
- 4.2 Families with balances due for meals will be notified directly via mail or email on a monthly basis of their debt. If balance due notifications do not result in payment, a phone call will be placed to the household to determine if there is a financial hardship and to encourage the family to apply for the free or reduced-price meal program.
- 4.3 At no time will a school staff member give a balance due notice to a student.
- 4.4 Costs to collect delinquent charges shall not exceed the actual debt owed.

- 4.5 No action will ever be taken against the student in order to collect unpaid meal debt.
- 4.6 Debt delinquent more than 60 days at the end of the school year will be considered uncollectable and written off as bad debt. At that time, any negative cafeteria balance shall be reimbursed by non-federal school funds.

5.0 Notifications to Families

- 5.1 On an annual basis, families will be notified of this meal charge policy in writing either through the Parent Handbook or a letter sent home when providing other student registration materials in back-to-school packets.
- 5.2 Additionally, families will be notified of this policy when being informed about applying for free or reduced-price meals, either at the beginning of the school year or upon mid-year registration.
- 5.3 This policy will be posted on the school's website along with other school policies.

6.0 Adoption and Review

- 6.1 Originally Adopted: 3/31/2021
- 6.2 Most Recent Revision: