

Burgin Independent School
Cafeteria Charge Policy
2019-2020

Adults – Adults are not allowed to charge meals. They must maintain a zero or positive balance on their accounts at all times.

Students – Students are allowed to charge reimbursable meals. Students are not allowed to charge a la carte items – they can only purchase a la carte items if they have a positive balance in their account. Students will not be penalized with alternative meals due to a negative balance in their account – they will continue to receive the same meal options as the other students.

Debt Collection – Parents are encouraged to check their student's account regularly and keep a positive balance. Parents may sign up for automatic balance alerts on myschoolbucks.com. Parents are required to pay any charges incurred on their child's account. Parents will receive letters monthly when their child's balance is over \$20. When the balance is over \$100 and multiple attempts at communication with the parent have been made, the child may be subject to suspension from sports or other extracurricular activities until the balance is paid or a payment plan is set up and regular payments have begun. If the balance per family reaches \$300 and, after multiple attempts at communication by the school, the parents continue to disregard notices and no attempt at payment is made, the school may decide to pursue legal action through small claims court.

Free and Reduced Price Meals – Students may be eligible for free or reduced price meals, depending on income eligibility or other benefits they or other members of their household may receive. The school will send out information and household applications at the beginning of the school year. All families are encouraged to fill out and return the completed forms within the first 30 days of school, in order to provide this benefit to as many children as possible. Applications will be processed within 72 hours of receipt and the parents will be notified with a status determination letter. Parents are welcome to re-apply at any time throughout the school year, as benefits and income change. Benefits do not roll over from year to year – parents are required to fill out an application each year. It is the parent's responsibility to submit this application and ensure that they receive a determination letter confirming their child's status – failure to turn in this form could cause a child who should otherwise be eligible for a free or reduced price meal to be charged at the paid status. Any charges incurred during this time are the responsibility of the parent to pay, regardless of income status. The student's eligibility for free/reduced meals is effective on the date the form is processed, and is not retroactive.

Bad Debt – Debt that cannot be recovered once all reasonable attempts have been made will be the responsibility of the school district, not the food service program, per federal regulation.