

**GREEN BAY AREA PUBLIC SCHOOL DISTRICT**  
Board Policy Manual

763

**SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS**

**I. PURPOSE**

The Green Bay Area Public School District endeavors to maintain the fiscal integrity of the District's food service program and to encourage appropriate household responsibility for the payment of costs that a student incurs in the use of the program. In addition, the District also strives to pursue the critically important goals of providing students with adequate nutrition, minimizing the extent to which any student is stigmatized because the student has insufficient funds to pay for a meal, and minimizing the student's access to school meals because the student's household owes a debt within the food service program.

**II. IMPLEMENTATION**

- A. In accordance with requirements established by federal and state oversight agencies, the Board of Education shall adopt, and approve any proposed revisions to, a written rule on the subject of meal charges and the collection of funds within the District's food service program. The Superintendent of Schools and Learning and/or his or her designee shall have primary administrative responsibility for overseeing the consistent implementation of the rule that accompanies this policy, including all of the following:
1. Ensuring that the rule is clearly communicated to school families and to District employees who have responsibility for the application and enforcement of the rule.
  2. Monitoring the nutritional, fiscal and operational impacts of the District's approach to meal charges and collections, and, at their own initiative or upon the request of the Board, providing the Board with reports and recommendations for changes and improvements.
  3. Coordinating the implementation and enforcement of the rule with the administration and staff.
- B. In addition to the rule accompanying this policy addressing student meal charges and account collections, it is the policy of the District that non-student adults who are permitted to purchase meals or other items through the food service program may be authorized to charge items resulting in a negative balance in an amount up to \$15.00, with payment due immediately upon notice of the balance.

**III. RECLASSIFICATION OF DELINQUENT DEBT AS BAD DEBT WITHIN THE NONPROFIT SCHOOL FOOD SERVICE ACCOUNT (NSFSA)**

In consultation with the District's financial auditors as needed, the Chief Financial Officer shall develop procedures and criteria for the reclassification of long-term delinquent debt within student food service accounts as uncollectible bad debt. Such procedures and criteria shall be consistent with the following general parameters:

- A. Unless an active payment plan is in place or other attempts at collection are actively being pursued, delinquent debt in a student food service account that has not been repaid within 12 months shall normally be reclassified as bad debt for purposes of the District's NSFSA.
- B. The reclassification of a delinquent debt to a bad debt as an accounting of allowed costs within the District's NSFSA does not prevent the District from:
  - 1. Continuing to track the unpaid debt;
  - 2. Accepting payment for the debt;
  - 3. Refusing to extend further credit or offer other payment plans to the debtor household; or
  - 4. Applying other District policies and rules related to unpaid charges and fees.

**III. USE OF ALTERNATE FUNDS TO PAY DEBTS IN STUDENT FOOD SERVICE ACCOUNTS**

In the event the District receives and accepts funds donated for the specific purpose of covering unpaid balances, either in full or in part, in students' food services accounts, the District will consider the debt repaid and discharged to the extent covered by the application of the donated funds. The District will apply funds donated for the specific purpose of covering unpaid school meal account balances as follows:

- A. If the funds were donated with specific terms or contingencies, the District will apply the funds consistent with such terms and/or contingencies.
- B. If the funds were donated without any specific terms or contingencies, the District will apply the total amount of said donated funds consistent with and upon approval of the District's Board of Education.

**IV. NOTICE**

- A. Notice of this policy will be incorporated into the student handbooks and be provided to all District staff who have the responsibility of enforcing this policy.
- B. This institution is an equal opportunity provider.

115.341  
115.343  
115.347  
42 U.S.C. §1758(b)(2)(A)  
42 U.S.C. §1758(b)(6)  
7 C.F.R. §210.12  
7 C.F.R. §245.5  
7 C.F.R. §245.6  
2 C.F.R. §200, Subpart E  
2 C.F.R. §200.426

CROSS REF.: 763-Rule, Procedures for School Meal Account Charges and Collections  
411, Equal Educational Opportunities  
453.1-Rule(3), Procedures for Management of Student Allergies  
458, Wellness  
640, School Funding Sources  
656, Student Fees  
662.3, Fund Balance  
657, Grants from Private Sources  
760, Food Services Management  
840, Public Gifts to the Schools  
Student Expectation Handbooks

APPROVED: June 19, 2017