

Dallas County Schools
UNCOLLECTED MEAL CHARGE POLICY

The Child Nutrition Program is a federally subsidized program. Federal programs do not recognize charged meals as an allowable expense. Therefore, any and all uncollected charges become the responsibility of the school where the charge occurs. **ALL CHARGES MUST BE PAID FROM A NON-PUBLIC FUND SOURCE (PTA, etc.) TO THE CHILD NUTRITION PROGRAM BEFORE THE END OF THE SCHOOL YEAR.** Continued efforts shall be made by the principal of the school of the child who owes the debt to collect by all available, legal means. Should the debt remain uncollected and uncollectible, the school principal shall use other non-public local school funds to reimburse the CNP program the amount due on account of the charged and unpaid lunches.

Elementary School

- Students may charge a reimbursable meals up to a value of \$10.00
- No snacks or ala carte items may be charged, with the exception of milk
- When charge limit is reached, the student will be given a peanut butter sandwich and milk.
- Allergies will be taken into consideration
- Balance notification for those accounts less than \$5.00 will be communicated to households on a biweekly basis in writing.

Secondary School

- Students may charge a reimbursable meals up to a value of \$5.00
- No snacks or ala carte items may be charged, with the exception of milk
- When charge limit is reached, the student will be given a peanut butter sandwich and milk.
- Allergies will be taken into consideration
- Students whose balance falls below \$5.00 will be notified of their balance verbally at the cash register.
- Balance notification for those accounts less than \$5.00 will be communicated to households on a biweekly basis in writing.

Adults

- Adults will not be allowed to charge meals or ala carte items.
- Adults must have cash or a sufficient account balance to make a purchase.

This policy will protect the school from staggering debt being built-up without collection being made.

- The school will be billed \$.50 per peanut butter sandwich served to students.
- Charges by students who later become free or reduced must be collected. Approval for free or reduced meals is not retroactive.
- Records of all charges and repayments must be maintained. Documentation efforts to collect this money should be maintain.

Updated- August 16, 2017

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