

Odyssey Charter School Meal Charge Policy

I. PURPOSE/POLICY:

It is the parent's/guardian's responsibility to insure their child has sufficient funds on their account to cover all school meals and to keep abreast of their child's account.

The purpose of this policy is to establish consistent meal account procedures at Odyssey Charter School (OCS). Unpaid charges place a financial strain on the Lunch Department and OCS. The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts. All students will receive the same meal regardless of account balance status.
- To establish a consistent OCS policy regarding charges and collection of charges.

II. SCOPE OF RESPONSIBILITY:

The Lunch Department: Responsible for maintaining charge records and notifying the parents/guardians with written documentation of outstanding balances. Prior to school starting, all enrolled families will be given access to the free/reduced application. Efforts will continue throughout the school year to obtain applications from students who exhibit financial hardships.

School Principal: Responsible for working with Lunch Managers to obtain free/reduced applications for students exhibiting financial hardships.

OCS: Responsible for supporting Lunch Department in collection of debt and reconciliation of accounts.

The Parent/Guardian: Responsible for immediate payment.

III. ADMINISTRATION:

Students and their parents/guardians shall be notified whenever their account has a negative balance. Whenever a student's account has an unpaid balance of \$10, parents/guardians shall be notified in writing that full payment is due one week after receipt of notice. Students with negative balances will be contacted by the Lunch Department. This will be done via a weekly automated electronic e-mail if provided by family. If no email is provided contact will be by phone.

Graduating sixth graders must pay all charges in full prior to May.

No adults can charge any meals or beverages.

In cases of repeated nonpayment by a student, the Director or designee may contact parents/guardians to discuss the reasons for the nonpayment.

The Director or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services. The Director or designee may enter into a repayment plan with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time.

OCS's efforts to collect debt shall be consistent with other OCS policies and procedures. OCS shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Director or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.