



SCHOOL NUTRITION PROGRAM CAFETERIA POLICIES & PROCEDURES

(Lunch Charges & Refunds)

The goal of the Bremen City Schools School Nutrition Program is to provide healthy meals to all students on a daily basis. While federal regulations prevent the denial of a meal to a student eligible for free meals, neither state rules nor federal regulations require the nutrition department to provide meals to paid or reduced-price students without payment per Chapter 7, Code of Federal Regulation (CFR) Parts 210, 220, and 245. The federal lunch program also prohibits the accumulation of bad debt, i.e., charges, returned checks, etc. Unpaid charges reduce revenue that affects the ability to pay food bills, employee salaries and many other expenses. Unpaid charges and the costs associated in collecting these charges result in higher meal prices for all students.

The goals of the Bremen City Schools Nutrition Department are:

1. To treat all students with dignity and respect;
2. To maintain a positive experience for your child during meal service;
3. To establish practices that are age appropriate; and
4. To promote parents' responsibility for meal payments and self-responsibility of the student.

Payment in advance for meals enables Bremen City Schools to achieve these goals. We do understand that circumstances arise and that children, at times, will arrive at school without funds, therefore, the following policies and procedures are in effect.

CHARGE POLICY

BREAKFAST – ALL SCHOOLS

1. *Breakfast may not be charged.* This includes Jones Elementary, Bremen Academy, Bremen Middle School, and Bremen High School.

JONES ELEMENTARY/BREMEN ACADEMY/BREMEN MIDDLE SCHOOL

1. Students are allowed a **maximum** of **five** lunch charges.
2. Student meal account charge letters are given to homeroom teachers once per week after the first charged lunch or when a negative balance occurs.
3. Parents will be notified after the **third charge** that his/her child will need to bring money for meals. Parent notification will be a charge letter delivered either by email or the procedure listed in step #2.
4. If after the **fifth lunch charge** the student does not bring money, he/she will have the opportunity to call the parent/guardian to bring money to the school. If the student does not receive money before coming through the lunch line he/she will be given an alternate meal consisting of a sandwich, milk, and fruit and will be charged the a la carte pricing of stated meal.
5. The principal and parents will be notified that the student is receiving an alternate meal.
6. If the total amount due is not paid in full after **five (5) days** of receiving the alternate meal, students will be required to bring their meals from home until all charges are paid.
7. A free and reduced lunch form will be mailed to the parent's home after the fifth lunch charge if the negative balance is not paid in full within five (5) days.

BREMEN HIGH SCHOOL

1. Students are allowed a ***maximum*** of ***one*** lunch charge.
2. Parents will be notified after the ***first charge*** that his/her child will need to bring money for meals. Parent notification will be a charge letter delivered either by email or given to the student.
3. If after notification of a negative balance the student does not bring money, he/she will have the opportunity to call the parent/guardian to bring money to the school. If the student does not receive money before coming through the lunch line he/she will be given an alternate meal consisting of a sandwich, milk, and fruit and will be charged the a la carte pricing of stated meal.
4. The principal and parents will be notified that the student is receiving an alternate meal.
5. If the total amount due is not paid in full after ***five (5) days*** of receiving the alternate meal, students will be required to bring their meals from home until all charges are paid.

EXTRA ITEMS/ALA CARTE

There will be absolutely NO CHARGES allowed for the following items:

1. A la Carte Items such as snacks, a la carte meals at the high school level, extra milk or juice, or side/extra items off the main line.
2. If a student owes charges, he/she will not be allowed to purchase a la carte items until the charges are paid.
3. If a student brings a meal from home and wishes to get a milk or juice from the school cafeteria, the student must either have cash in hand or money in his/her meal account (***This includes students who receive Free and Reduced price meals.***)

ADULT CHARGES

1. Faculty and Staff members may charge a ***maximum*** of ***one*** lunch charge.
2. Faculty and Staff members will be notified by email when they exceed the maximum number of lunch charges allowed.
3. ***Visitor and substitute charges are not allowed.***

END OF YEAR BALANCES

All accounts must be settled at the end of the school year. Beginning May 1, ***no student may charge a meal.*** For elementary students, any child with a negative balance will not be able to purchase ice cream until the negative balance is paid. Report cards will be held and PowerSchool access will be denied for any student that has a negative balance until the balance is paid in full.

Prior to May 1, parents may check their student's balance via PowerSchool or by calling the School Nutrition Department at 770.537.5508.

Continuous accumulation of charges can lead to deficits for the School Nutrition Program; therefore, if charges become excessive or the parent refuses to pay after being contacted, the system reserves the right to take steps necessary to collect the charges owed. During the last month of the school year frequent notices will be sent to parents of students who owe money for charged meals. If debts have not been paid in full by the beginning of the next school year, NO further lunch charges will be allowed until past debts have been paid in full. Every effort will be made to assist any family that is in need.

BLOCKS ON ACCOUNTS

A parent may call the school cafeteria or the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte/extra items.

CHECKS RETURNED FOR NON-SUFFICIENT FUNDS

When a check is returned to the System Accountant's Office for NSF, the school nutrition department is notified. A letter will be sent to the parent/guardian informing them that no additional checks will be accepted from them in the school nutrition department.

Bremen City Schools has also contracted with CHECKredi, LLC, a company based in Huntsville, AL for the collection of returned checks in order to recover these funds in a private and professional manner. CHECKredi will contact the parent/guardian by mail or by telephone in order to make arrangements to pay before attempting to represent the check electronically.

REFUNDS

1. Withdrawn Students

For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An email request is also acceptable. Any amount over \$20.00, the refund will be in the form of a check. The check will be mailed within 10 business days upon receipt of the refund request.

2. Graduating Students

Students who are graduating at the end of the year will be given an automatic refund of their balance if it is \$5.00 or less. A negative payment will be entered on their account. Students with balances of \$5.00 or more will need to submit a written or email request to receive a refund. Any amount over \$20.00, the refund will be in the form of a check. The check will be mailed within 10 business days upon receipt of the refund request. Funds can also be transferred to a sibling's account with a written request.

3. Unclaimed Funds

All refunds must be requested within one year. Unclaimed funds will then become the property of the Bremen City Schools Nutrition Department.

Bremen City Schools, Bremen, GA

Effective Date: **February 9, 2004**

Revised Date(s): **January 10, 2005,**
July 24, 2007,
July 8, 2013