

**Souderton Area School District**

**LOCAL CHARGE POLICY**

**Administrative Regulations for Policy 808, Food Services**

1. **Purpose.** The purpose of this Administrative Regulation (“AR”) is to establish consistent procedures throughout the School District for the collection of negative balances on student accounts.
2. **Revisions.** Revisions to this AR may be made by the Superintendent or designee at their discretion and without notice.
3. **Adherence to USDA Guidelines.** Souderton Area School District (“SASD”) participates in the National School Breakfast and Lunch Programs administered by the United States Department of Agriculture (“USDA”). Students will not be denied a full reimbursable breakfast or lunch for any reason. It is the parent/guardian’s responsibility to apply for free or reduced price benefits.
4. **New Students.** Upon registration in the School District, first-time families will be provided paperwork to apply for free or reduced price benefits or to transfer benefits from another school district. A copy of the Local Charge Policy will be provided to families at that time.
5. **Meal Charging Guidelines.** Meal charges are for emergency use only and are designed to cover situations when parents or students forget to bring or provide payment for meals. SASD shall comply with the requirements of Act 55 of 2017, Act 39 of 2018 and Act 16 of 2019 with respect to meal charging. Students will not be allowed to charge a la carte items when the account balance is negative.
6. **No Sharing.** Children may not use another child’s (including sibling’s) account to make purchases. Adults are also not permitted to purchase meals using a student’s account.
7. **Payments.** Payments may be made online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Or, students can present cash or checks to a cafeteria cashier. All funds that are added to the account will first be applied to any outstanding balance.
8. **Low and Negative Balance Notification and Collection Procedures.** The following notification procedures may be undertaken in various combinations in an effort to inform parents when a student’s account is low or negative. Parents are strongly encouraged to enroll in the automatic notifications to receive the most current information.
  - a. Communication of account balances will be made to the parent or guardian and not to the student directly. Food Service employees are not permitted to tell students when they have a low or negative account balance. However, students may ask cashiers for their account balance.
  - b. Text messages and emails will be sent automatically every Sunday evening to the parents/guardians of all students with a negative account balance.
  - c. The Superintendent or designee is authorized to negotiate a mutually agreed upon payment plan until an account is paid in full.
  - d. Parents/guardians will be notified and payment for any charges will be sought prior to student withdrawal from the District.

- e. The District may also take necessary and permissible steps to collect on this overdue balance if the balance is not paid voluntarily. This may include withholding student privileges, obtaining a judgment through the local Magisterial District Court or utilizing a third party collection agency. Additional court costs and/or collection fees will be the responsibility of the parent/guardian and will be added to the overdue meal charges.