

**Decatur City Schools
Child Nutrition**

Uncollected Charged Meals Procedures

It is the responsibility of the parent or guardian to ensure their child is provided with a meal or money to purchase a meal each day. Payment of outstanding balances from meals charged by a student is the responsibility of the student's parent or guardian.

Procedure – Grades PK – 12

Pre-payment of school meals and a la carte items for students and staff members is available. Cash or checks are also accepted. Checks should be made payable to the local school cafeteria and must include all required information.

Students may be allowed to charge meals up to \$10.00.

Students are not allowed to charge a la carte items. Students may not purchase a la carte items if their account has a negative balance.

Each local school principal will develop a written contingency plan to provide meals to a student in the event the student has exceeded the \$10.00 charge limit.

Outstanding balances from meals charged are not an allowable expense of the Child Nutrition Program. Charges must be collected by the end of the school year or paid by the local school from a non-public source. The Administration at the school should assist in collection of this money and documentation of efforts should be maintained. A check for any outstanding balance should be issued to the CNP program by the last day of school.

NOTE:

Section 93 of the Constitution of Alabama 1901, states Boards of Education are not to lend credit to individuals. Therefore, school employees and other adults will not be allowed to charge meals. This is backed by the Code of Alabama, Section 36-25-5 that prohibits the use of official position for personal gain, and also meets the requirements established by the Alabama State Department of Education.