

## GREENE COUNTY SCHOOLS CHARGING MEALS AND COLLECTION OF UNPAID MEAL CHARGES

**Elementary/Middle School Students (Grades PreK-8):** Students will be allowed to charge up to a maximum dollar equivalent of twelve (12) meals which will be known as the “account cap”.

- These meals will include anything on the menu for the day. Ala carte items CANNOT be charged.
- Notices of low or deficit balances will be sent to parents/guardians by the cafeteria manager at regular intervals throughout the school year.
- After six (6) meals have been charged, direct phone calls will be made to the parents/guardians by School Nutrition Staff and/or the Principal. If the School Nutrition Staff and/or the Principal are unable to reach the parents/guardians directly by phone, additional letters will be sent listing the specific charges and the consequences for the delinquent charges.
- Once the student reaches the maximum meal charges, the student will no longer be provided meals through the school cafeteria until the delinquent charges on the student’s account have been paid in full or the student can bring CASH to pay for his/her meals on a daily basis.

**High School Students (Grades 9-12):** Students will NOT be allowed to charge any school meals. If a student needs funds to purchase a school meal, they will report to the principal. The principal will determine what arrangements need to be made to enable the student to receive a meal.

**Any adult (including school system employees) is prohibited from charging meals or ala carte items.**

**Balances Owed with No Response by Parent/Guardian:** If the payment is not received, the Director of Schools or his/her designee, may take one or more of the following actions, unless or until prohibited by state law or regulation:

- Require participation of the student in the National School Lunch Program and/or School Breakfast Program to be on a CASH ONLY basis.
- Prohibit student from participating in any reward based field trips or extra-curricular activities until or unless outstanding balances are paid in full.
- Submit delinquent accounts to a local Collection Agency.
- Referral to small claims and/or District Attorney’s Office.

**Please Note: Students that end the school year with charges owed on their account, WILL NOT be able to charge meals at the beginning of the upcoming school year until the prior years’ account balance has been paid in full.**

I understand that if charges over \$ 10.00 are owed to the school cafeteria and are not paid in full by the last day of school for the current fiscal year, the charges are subject to be turned over to a third party for collection and I agree to pay all collection fees and/or attorney fees as applicable.

**Parent/Guardian Signature**

**Date**

**Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
(2) fax: (202) 690-7442; or  
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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