

**NUTRITION PROGRAM - EMPLOYEE CHARGING MEALS**

**Purpose**

This policy provides guidelines for recovery of past-due food service charges and guidelines for the charging of school meals by employees.

**Philosophy**

Meal charging privileges may be provided to all school district employees. The responsibility to pay for meals charged on a food service account is that of the school district employee. Failure to pay for meals within the time period allowed may cause the termination of charging privileges.

**Procedure:**

**Food Service Billing**

- The food service bill will state the date the payment is due.
- Payments not received by the due date will be considered past due.
- School district employees with past due accounts will be notified by the district.
- Contact with the employee will be attempted by the Food Service Department to obtain payment.
- If no payment is received through two billing cycles, past due accounts of \$20 or more may be turned over to a collection agency.

**Disposition of Delinquent Food Service Charge Accounts**

School district employees with delinquent food service accounts will be notified in writing that charge privileges for meals are suspended until the account is paid in full.

The school district employee must pay all past due charges in full before charging privileges can be reinstated.

Adoption Date: June 4, 2013  
Effective July 1, 2013