

# SCOTT COUNTY VIRGINIA SCHOOLS

## SCHOOL BOARD MEMBERS

Linda D. Gillenwater  
 Larry L. Horton  
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## DIVISION SUPERINTENDENT

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David M. Templeton

## School Nutrition Program Payment/Debt Procedures 2019-20

1. Students will always be served a reimbursable meal (breakfast or lunch). No student will be denied a meal.
2. Students who charge will receive a reimbursable meal.
3. Students will not be made to work for their meal or to work to settle any unpaid meal charges. In addition, students will not be labeled with a hand stamp, sticker, wristband, or identified in any other way if they cannot pay for a meal or have an unpaid meal charge.
4. School employees will direct any communication relating to a school meal debt to the student's parent. Communication will be made by a letter addressed to the parent to be sent home with the student or phone call.
5. Balances (positive and negative) will be carried forward from year to year.
6. All cafeteria accounts have a \$25 charge limit. Students **may not** purchase a la carte items if they have a \$10.00 negative balance. (Bottled water, extra entrée, etc.)
7. All outstanding debt to the office and café must be paid in full.
8. When students have reached the maximum \$25.00 charge limit, the child's parents/guardians must be notified with a call from the school office. The office will cover the cost of meals for that day.
9. No charges for a la carte items will be allowed after May 1<sup>st</sup> for the remainder of the school year.  
 The following procedures will be followed for students with outstanding debts:
  - Weekly notification will be made to all students who have a debt. (School Messenger)
  - When debt reaches \$10, written notification should be sent to parents.
  - Manager will notify school office and central office in writing when debt reaches \$25.00.
    - If payment of the negative balance is not received within 10 working days of the maximum charge limit being reached, the debt will be turned over to the superintendent or superintendent's designee for collection. If the debt is not paid within 10 days of notice being given, it is considered bad debt for the purposes of federal law concerning unpaid meal charges
10. Parents should be encouraged to apply for free/reduced lunch during first call by manager, if they have not already applied or if their income level has changed.

Parents are also encouraged to check their child's balance weekly at [www.Myschoolbucks.com](http://www.Myschoolbucks.com).

Parents/Guardians are also encouraged to sign up for online account at [myschoolbucks.com](http://myschoolbucks.com) in order to add money to their account, and view activity and balances

### 2019-20 Meal Prices

High/Middle School Breakfast	\$1.10
Adult Breakfast	\$1.70
Elementary Breakfast	\$1.05
Elementary Lunch	\$2.05
High/Middle School Lunch	\$2.35
Adult Lunch	\$3.75