

Implemented: 6/14/17	Revised:	CPC BEHAVIORAL HEALTHCARE, INC. HIGH POINT SCHOOL POLICIES & PROCEDURES
SUBJECT: Unpaid Meal Charges		

The key considerations of this policy are:

- Maintain the financial integrity of the School Nutrition Program
- Provide children with adequate nutrition to focus in school
- Minimize stigmatization of children with meal charges

Beginning in school year (SY) 2017-2018, and each year thereafter, the meal charge policy will be communicated in writing to all households at the start of each school year and to households transferring to the school during the school year.

In order to communicate this policy High Point School will:

- include a letter to households explaining the meal charge policy when sending "back-to-school" packets with student registration materials;
- Include the policy in the print versions of student handbooks, when they are provided to parents and guardians annually;
- Include the written policy under our existing notification methods to inform families about applying for free or reduced price meals when we distribute household applications at the beginning of the school year or upon student transfer at any time during the year

The only acceptable actions High Point School will take in an effort to obtain payment for reduced fee meals are:

- Communicate privately with families about a child's outstanding balance
- Communicate payment reminders directly and discreetly to adults in the household
- Send discrete reminders in a plain, white envelope
- Serve children the regular reimbursable meal while working with the family to obtain payment

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High Point School will communicate policy, in writing, to staff members responsible for:

- Collecting payment
- Notifying families of low/negative balances
- Enforcing the policy

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Reminders may be sent via:

- Email
- Telephone
- Automated
- In-person
- With other school reminders that are sent home

This policy focuses on adults responsible for providing funds and will consider costs vs. benefits of debt collection efforts

Charging For Meals

The High Point Inn completes a daily order form with a column that details amounts collected, this is submitted to the Purchasing Agent. All students are given a choice of available meals regardless of debt status. Limitations will not be placed upon the student's selections.

Collection:

High Point School will work with families to establish long-term repayment plans. Repayment plans may be especially helpful for households with income just above the threshold for free or reduced price meals or where income is sporadic. Unpaid meal charges will not be carried over at the end of the school year (i.e., beyond June 30), the debt will be erased and collection efforts will cease at year end.

Should there be extenuating circumstances which make it difficult for a family to meet their financial responsibility they can contact the school principal to discuss options.

Should a family need to apply for the School Nutrition Program at any time during the year they can request an application from High Point School Office Staff.

This policy will be reviewed and revised regularly.