
Meal Charge and Collection Policy/Procedure

1.0 Purpose

The Board shall provide a food and nutrition service policy for charging meals and a collection process as required by WVDE Policy 4321.1.

2.0 Goals

To encourage parents to assume appropriate parental responsibilities
To treat all students with dignity about their meal account in the serving line
To create positive situations with district staff, district business policies, students and their parents to the maximum extent possible
To provide age appropriate policies
To teach students self-responsibility
To establish a consistent district policy regarding charges and collection of charges.

3.0 Procedure

Process: Monthly lunch bills will be calculated and mailed by the 10th of each month
Payment due date will be the 20th of each month. Payments can be made in person at the Board Office, to the PO Box or via Primero online* if making an online payment a 5% fee is charged by Primero for processing and is the responsibility of the parent
Accounts that are over 60 days past due are referred to the Magistrate for collection. Grant County Schools reserves the right to turn accounts over to a collection agency which may be reported as an outstanding liability on your credit report.

Special Circumstances: The collection process can be by way of phone, mail, certified mail, etc. If charges occur before the meal application is approved then charges must be paid as accrued. Grant County School District uses a computer system for student meal purchases. All students are assigned a personal Student ID# when enrolled. Money may be deposited into their account on a daily, weekly, monthly or yearly basis. We encourage prepayment of meals. You may obtain information about your students eating habits anytime by contacting 304-257-1011 Ext 19 or tgossard@k12.wv.us Checks returned for insufficient funds will not be accepted for future payments. Payments must then be made in the form of cash or money order.

4.0 Responsibility

This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

AUTHORITY: WVDE Policy 4321.1

ADOPTED: 08/08/17