



## Procedure for Meal Charges, Alternative Meals, Unclaimed Property, and Donations Beginning August 2023

### Purpose

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable Federal guidance from the United States Department of Agriculture (USDA), Food and Nutrition Services (FNS) has determined children and their families must be informed about how children pay for non-reimbursable meals. There is no Federal regulation that requires school districts to serve meals to a child who does not have sufficient funds to purchase one; however, the State of Colorado has put in place measures to ensure students have access to one free breakfast and lunch each school day. Meal charge privileges are at the discretion of the district and evaluated on an annual basis.

### **STUDENT MEAL ACCOUNTS**

Student meal accounts shall be established by the district. Parents or guardians will be encouraged to pre-pay for seconds and ala carte items. The district shall ensure that parents or guardians have access to at least one no-cost method of paying for meal services, such as the ability to pay in person. Parents or guardians will be permitted to limit the amount of funds that a student may use daily, including a la carte purchases.

### **UNPAID MEAL ACCOUNTS**

### Definitions

- Reimbursable Meal – Meals that are eligible for Federal Reimbursement.
- Charged Meal – Any reimbursable meal purchased that takes the account balance below \$0.00.
- A la Carte – Single items offered in addition to or separate from the reimbursable meal such as: bottled beverages, extra milk, extra entrees, snack items, etc.
- SFA – School Food Authority

### Charge Allowances

- Students are not allowed to purchase a la carte items when their account has insufficient funds.

### Prevention of Low/Insufficient Funds

NS Director, Site Supervisors and Kitchen Managers will monitor student accounts and intervene on behalf of the student.

There are a number of measures in place for all schools for families to check student meal balances

- Online Payment Portal – Food and Nutrition Services offers an online system for families to check balances, review student purchases and make payments.
- Contact Your School – Families can contact the school kitchen directly to request to check their balance.
- Bring Payment – Parents or guardians may add funds to the students account with a credit card through the online payment portal. Students may purchase a items with cash or check at the time the meal is served. Families may send in funds (cash or check) to add money to the student's meal account. Checks or cash should be given directly to the Kitchen Manager or NS office by the parent or guardian. Checks can also be mailed to:  
St.Vrain Valley School District  
Nutrition Services  
2929 Clover Basin Dr  
Longmont, CO 80504
- Additional Action – If behavior patterns develop with students who consistently do not have money for extra items they wish to purchase, the Site Supervisor should discuss this with the Principal, Counselor, student or family to determine the best solution for the student.

### **REFUNDS**

Families may request a refund of their student(s) meal account(s) at any time using the [refund request process](#) or can transfer the credit to a sibling's account in the amount of the credit upon request. Transfer of credit at the point of disenrollment or graduation needs to be requested within six months of account closure.

### DONATIONS

Nutrition Services recognizes that there may be occasions where community members or outside agencies not associated with the National School Breakfast or Lunch Program may want to make a donation with the purposes of funding meals for students. Guardians may also wish to donate funds from their student's meal account upon graduation or transfer from St.Vrain. Regardless of their source, donations will be accepted and applied to Nutrition Services Fund 21 on an ongoing basis.

The following standard practices are to be utilized when handling donation requests.

#### Definitions

- Meal Accounts - Point of Sale accounts maintained for the purpose of breakfast, lunch, and/or a la carte food or beverage purchases.
- Inactive Account - Meal account belonging to a student no longer enrolled in St. Vrain Valley Schools.
- Account Balance - The dollar amount of funds in a meal account.

### Receipt of donations from community and staff members:

Donations made on behalf of an individual or organization not associated with the National School Breakfast or Lunch Program will be handled as follows:

- Individual donor will fill out the [School Meal Donation Form](#).
- NS Site Supervisor will accept cash/check donations made out to St.Vrain Valley School District and provide a signed donation letter to donor as proof of receipt.
- NS Site Supervisor will apply donated funds per policy below.
- All donations may remain anonymous.

### **UNCLAIMED PROPERTY COMPLIANCE REGARDING SCHOOL LUNCH FUNDS**

The Colorado Unclaimed Property Act requires unclaimed or abandoned property to be remitted to the Colorado State Treasurer annually. Nutrition services is responsible for compliance with the Colorado Unclaimed Property Act regarding unclaimed or abandoned lunch funds left in student accounts with balances. Additionally, all inactive student school lunch accounts with a balance need to be processed based on the account holder's preferences if known. The following is required at the Nutrition Services District level. The district will not send these funds to the State but rather send a listing of these accounts. If requested the district will refund anything over \$5.00, anything under \$5.00 can be transferred to a sibling or donated.

### SVVSD Nutrition Services Responsibilities:

1. To assess student lunch account balances, on June 1<sup>st</sup> of each year, personnel at the Nutrition Services office will run an electronic report of all graduated seniors and out of district, inactive students.
  - The report should include the following information
    1. Student ID
    2. Student Name
    3. School
    4. Parent/Guardian Name
    5. Home Address
    6. Account Balance
    7. Email address
2. Nutrition Services Personnel will contact the account holder by email to inquire how the balance should be processed. The processing options are as follows for all balances.
  - Refund: A check for the account value will be mailed to the account holder for balances over \$5.00.
  - Transfer: The account balance can be transferred to a sibling's or other designee's lunch account
  - For balances under \$5.00 the money can be transferred to a sibling or donated.
3. If there is no reply after attempting to contact the account holder at least twice (once in July and once in August), the account balance is deemed unclaimed property and must be handled in compliance with the Colorado Unclaimed Property Act.
  - After three fiscal years, the remaining unclaimed balances will be donated.

4. Nutrition Services Personnel will process account balance refunds by:
  - Issuing and mailing checks to the address provided by the account holder.
  - In software, the account balance will be adjusted to reflect the refund.
5. Nutrition Services Personnel will process account balance transfers by:
  - Transferring the account balance to the account of the designee provided by the account holder.
  - In the software, the account balance would be transferred from student A to student B to reflect the movement of funds.
6. Nutrition Services Personnel will process account balance donations by:
  - Issuing and mailing checks to the address provided by the account holder
  - In software, the account balance would be transferred from the student to an allocated account that would then be transferred to the SVVSD General Fund.
  - In the case of an account that per the parent/guardian, can be transferred to the District to support Nutrition Services. The account balance of that student would be zeroed out in the software and the donation is transferred to donation line and reported on the spreadsheet and included with refund / transfer details to SVVSD Finance Dept.
  - Donations will be applied to Nutrition Services Fund 21.
7. The information in the electronic report from step 1 is copied into a spreadsheet. If the report file format is a spreadsheet, the information may be added directly to the report. The preferred processing option for each account is added to the spreadsheet:
  - Refund
  - Transfer
  - Donation
  - Unclaimed

**NOTE:** The spreadsheet must be submitted to the SVVSD Finance Dept. by October 1<sup>st</sup>.

#### SVVSD Finance Department Responsibilities:

Based on the spreadsheet submitted by Nutrition Services, the Finance Dept will:

- Submit a purchase order for each account balance refunded.
- Comply with the Colorado Unclaimed Property Act and submit report to the Colorado Treasury Dept. by November 1<sup>st</sup>.

#### **APPLICATION OF RECEIVED DONATIONS**

Donations will be applied to the Nutrition Services Fund 21 to be used for:

- Increased quality of meals served;
- Sourcing local foods to be served as a part of the meal program;
- Nutrition education to support the efforts of well balanced diets for student growth and success;  
and
- Professional development opportunities for front-line staff to enrich the student meal experience.