


OFFICIAL USE ONLY:


William R. Riker
Superintendent

11-12-18
Effective
Date

No. 808 AR
EAST STROUDSBURG AREA
SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

808 AR. - REIMBURSEMENT PROCEDURES FOR UNPAID MEAL CHARGES

Act 55 of 2017 "Lunch Shaming" made changes to Section 1337 of the PA School Code with respect to proper processes and procedures for addressing unpaid meal charges. The following procedures are designed to meet the requirements of Act 55 as well as subsequent clarification from the PDE as well as create a means for the District to collect unpaid meal charges, which drive up costs of the Food Service program.

1. Each Sunday evening, Administrative Services will send out Blackboard Connect messages to parents who have unpaid meal debt of \$10.00 or more advising them of the amount due, how to make payments, and how to obtain Free/Reduced Meal applications.
2. Once the unpaid debt reaches \$50.00 (roughly the equivalent of 20 unpaid lunch meals), a letter will be generated by the Food Services Department advising the parents of the amount of the debt, how to make payments, and how to obtain Free/Reduced Meal applications.

The letter will also indicate that if assistance is needed in completing the applications, the parents should contact the Administrative Services Department.

Students with unpaid meal debt will still be able to charge a regular breakfast and/or lunch, but may not purchase or charge ala carte items.

3. Once the unpaid debt reaches \$100.00, a second letter will be issued by the Business Office that will offer a payment plan to repay the unpaid debt and will set a deadline for repayment.

The letter will notify parents that if the repayment is not made by the deadline, the District may seek legal action.