

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Food Service – Uncollectable Debt**

FM416

The purpose of this policy is to establish consistent procedures in the treatment of uncollectable food service account balances at the end of the District's fiscal year.

GENERAL STATEMENT OF POLICY

- A. An inactive student's food service account which has a negative balance as a result of meal charging is considered uncollectable after all collection efforts have been exhausted and it is six months after the end of the District's fiscal year (June 30).

- B. The District is required to reimburse the food service fund for uncollectable accounts by transferring funds from the general fund or another non-Federal source. The uncollectable balance must be removed from the food service point of sale system and the student's food service account balance reset to zero.

PROCEDURE FOR NOTIFICATION AND PAYMENT OF UNCOLLECTABLE DEBT

- A. Even though a food service account balance has been determined to be uncollectable, the amount is still an obligation of the student's parent/guardian. Uncollectable balances will be recorded in the student data software system as a fee owed to the District.

- B. All fees owed to the District, including uncollectable food service balances, must be paid within six months of a student's graduation or the student's diploma will be held. Successful completion of high school will be noted on the student's official transcript.

First Reading: June 13, 2022

Approved: June 27, 2022