

**CONECUH COUNTY BOARD OF EDUCATION  
CHILD NUTRITION PROGRAM  
UNCOLLECTED CHARGED MEALS PROCEDURES**

To comply with Alabama State Department of Education requirements for Uncollected Charge Meals the Conecuh County Board of Education Child Nutrition Program shall establish the following procedures for all schools cafeterias:

Prepayment for all school meals and ala carte items at all grade levels is available and encouraged. The prepayment option is available and encouraged for staff members also. Cash or checks are accepted. Check should be made payable to the individual school and should follow the system's check acceptance guidelines.

**HIGH SCHOOLS GRADES 9 THROUGH 12**

There will be No charges in Grade 9-12.

**MIDDLE SCHOOLS GRADES 6 THROUGH 8**

Children are allowed to charge meals when they do not have breakfast or lunch money. Middle school students are allowed to charge up to three (3) days. Meal charge slips are to be printed daily by the Cafeteria Manager and given to the principal or appointed personnel to be distributed to classrooms teachers to send home with the children. When a student has reached three (3) days of charging, the Manager will immediately notify the principal.

Alternate meals are allowed to be served.

**ELEMENTARY SCHOOLS GRADES PRE-K THROUGH 5**

Children are allowed to charge schools meals when they do not have breakfast or lunch money. Elementary students will be allowed to charge up to five (5) days before the principal is immediately contacted by the Manager Meal charge slips are to be printed daily in each elementary school by the Cafeteria Manager and disturbed to the classrooms teachers to send home with the children.

Alternate meals are allowed to be served.

**CONTINUOUS MEAL CHARGING PROBLEMS**

The Cafeteria Manager or Elementary Cashier is responsible for printing the charge slips. The slips should be disturbed to classroom teachers so that parents/guardian are given timely and adequate information relative to the charge status of their child(ren) meal account.

It is recommended that when a child(ren) is having continuous problems with meal charges the situation be addressed immediately. The Cafeteria Manager or Elementary Cashier should immediately contact the principal. The family may qualify for free or reduced priced school meals. The Cafeteria Manager or Elementary Cashier should make the parent/guardian of the child(ren) aware of the status of meal charges by telephone after three (3) charges for middle school students and five (5) charges for elementary students. Documentation of all collection attempts must be maintained. Problems that are not resolved at the school level may be referred to the District Child Nutrition Supervisor.

Charges must be collected by the end of the school year or made up by the school from non-public source. The principal will assist in collection of this money. Documentation of efforts should be kept. Principal should be authorized the bookkeeper to issue a check for the uncollected charges on the last working day for Child Nutrition employees.

**NOTE:**

Section 93 of the Constitution of Alabama 1901, state Board of Education are not to lend credit to individuals. Therefore, school employees and other adults will not be allowed to charge meals. This is backed by the Code of requirements established by the Alabama State Department of Education.