

All Basins School District students are limited to three (3) charged meals.

Unpaid charges place a financial burden on our school. This charging policy is to insure compliance with federal requirement for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

Parents/Guardians are responsible for meal payment to the Basin School District Child Nutrition program. Notices will be sent out once a week to the parent/guardian notifying them of the negative account balance by automated letter, phone call, email or note. Negative balance notifications will continue to be sent once per week until the account is brought current. Parents may make other arrangements with the Food Service Supervisor.

Students/Parents/Guardians may pay for meals in advance via the Idaho PayPort accessed through our website at [www.basinschools.net](http://www.basinschools.net) or call and make a payment over the phone at 208-392-41823 x 5, cash or with a check payable to Basin Elementary or ICHS (Idaho City High School). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Before lunch account refunds are returned for withdrawing and graduating students a written or emailed request must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account. We request that no meals be charged the last two weeks prior to the last day of school.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Basin School District Child Nutrition Program.

Unpaid Meal Debts will be actively collected based on account histories at the end of each school year. For those accounts deemed responsible accounts, negative balances will carry over into the next school year. All others will be collected.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable.

**Legal Reference:**

Idaho Code Sections

33-512 – Governance of Schools

33-603 – Payment of Fees or Returning of Property

**Policy History:**

Adopted on : 12/12/2018