

Pearl Taylor

Director
Food and Nutrition Services



Phone (804) 743-3717
Fax (804) 275-6930

Chesterfield County Public Schools
Innovative. Engaging. Relevant.

Dear Parents and Guardians:

Chesterfield County Public Schools has a charge policy in place to ensure that students who have forgotten funds to purchase a breakfast and/or lunch will still have access to a meal. The expectation is that the parent/guardian is responsible for sending payment for all charges the following day. Here are some important notes:

- Account balance falls below \$8: A phone call and/or email is sent to the household alerting parents/guardians that additional money needs to be added to the student's account. Low balance calls are generated 1 day per week until the account becomes negative or is paid.
- Account balance reaches \$0: The student will still receive a meal; however, the student's account will go into a negative balance on the value of the meal.
- Negative balance: The parent/guardian is notified 2 times per week of the negative balance on each student's account by phone and/or e-mail.
- Periodically, throughout the school year, Negative Balance letters will be sent to households reminding parents/guardians of the current unpaid meal charges, the Negative Balance Policy, expected payment dates, possible payment plans, consequences of non-payment and where to go for questions and/or assistance.
- If the parent fails to respond to previous payment requests, a Notice of Adverse Action letter will be sent home stating that collection procedures may begin and the unpaid debt turned over to the Chesterfield County Treasurer's Office or a collection agency. All fees and penalties associated with this process will be the responsibility of the parent/guardian.

Only fully reimbursable meals are allowed to be charged; a la carte and snack items cannot be charged. If a student brings money to purchase that day's meals, the money will not be used to pay toward a negative balance. See School Board Policy 7010 at <https://go.boarddocs.com/vsba/chesterfield/Board.nsf/Public> for additional information.

We encourage families to create an account at MySchoolBucks.com to manage student meals. Parents can fund the account using either a debit or credit card, set up automatic payments when the account falls below a certain dollar amount and monitor what their child purchases.

Chesterfield County Schools Food and Nutrition Services is proud to serve healthy, nutritious meals to students each school day.

You can apply for Free or Reduced meals by logging on to: <https://www.myschoolapps.com/>

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Mervin B. Daugherty, Ed.D.
Superintendent

7610 Whitepine Road
North Chesterfield, VA 23237

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