



## Unpaid Meal Charge Procedure

### Purpose

The purpose is to establish consistent negative meal account procedures for Eastern Carver County Schools.

### General Statement of Procedure

1. Eastern Carver County Schools offers breakfast and lunch to all grade levels. The Nutrition Services Department strives to produce high-quality meals at a reasonable cost.
2. Student meal costs are the responsibility of the student's family or guardian.
3. A selected reimbursable meal is never taken away from a student.
4. There must be money in a student's account in order for them to purchase an a la carte item.
5. Parents or guardians can access their student account via the internet or phone at any time and can check balances, account history, or make payments. Payment to Nutrition Services may be sent to school with the student, sent or dropped off to the Nutrition Services Department at the District Education Center, paid-on-line, or by phone through MyPaymentsPlus.com
6. Families may apply for free or reduced priced meal benefits at any time during the school year. Families must apply yearly for benefits. Application forms are available on line ([lunchapp.112online.org](http://lunchapp.112online.org)), printed from the district website ([district112.org](http://district112.org)), at each school and at the district office.

### Procedures for Notifying Family of Account Status

1. Grades K-12 will be given verbal notification by the cashier once they drop below \$10.00.
2. The cashier at K-5 school sites will print out low balance/negative balance letters once a week to put in the teacher's mailbox to send home in the student's backpack.
3. Once a week e-mail messages are sent to families notifying them of negative balances.
4. The cashier at each school site will attempt to make contact with the parent or guardian by phone informing them that their student has a negative balance.
5. If there is no response to the phone calls, letters, or e-mail messages, the cashier will bring this situation to the attention of the principal, or dean, or counselor, or social worker who will assist in obtaining payment for negative balances.