

730 FOOD SERVICE LOW BALANCE

I. PURPOSE

The purpose of this policy is to provide guidelines for lunch account payment procedures throughout the district.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes that proper nutritional intake is vital in the learning process. The district strives to provide meals in an efficient and fiscally responsible manner.

III. PURCHASING MEALS

A. Student Accounts

1. Students may purchase meals when funds have been deposited into their accounts.
2. Each student will have their own meal account and number.
3. Cash and checks will be taken for meal account payments at each school. Money can also be paid through the district's online payment system.

B. Free and Reduced

1. Families may apply for Free and Reduced meals at any time during the school year.
2. Applications for Free and Reduced meals are available prior to the beginning of the school year at all of the district schools.
3. Families applying for the Free and Reduced meals must pay for meals until notification of approval. Charges of meals will not be in anticipation of a successful application.
4. Families who qualify for Free or Reduced meals will be allowed to receive these same benefits for up to 30 school days into the next school year. A new application must be submitted to continue receiving Free and Reduced benefits.

IV. STUDENT ACCOUNT STATUS, NOTIFICATION AND COLLECTION

- A. Students will be allowed to charge their accounts until they are overdrawn or into the negative. Automated phone calls will be made to the homes of families and staff whose accounts have a negative balance.

1. No student will be denied a reimbursable meal if the account is in the negative (unless the family has chosen to close the accounts).
 2. A reimbursable meal consists of the following: cup of fruit or vegetable and at least two other components (meat/bread/milk).
 3. Students will not be allowed to charge any ala carte items to negative accounts.
- B. Food Service operates on a pre-pay status. However, the district understands that there are circumstances that cause accounts to go into the negative. The following methods are used when this occurs:
1. Families will receive automated phone calls when accounts are negative.
 2. District staff will attempt to personally connect with families when negative accounts persists.
 3. Building principals/social workers may communicate with families whose accounts have become consistently negative.
 4. The district will employ a Collection Agency when other strategies to collect negative accounts are unsuccessful. This will occur when the negative balance exceeds \$75.00, when student no longer attends our district and/or when there has not been any communication or payment made on the account for an extended amount of time even when the balance is less than \$75.00.