

Yellow Medicine East School District

Food & Nutrition Services

TITLE: Meal Charging Policy

POLICY: It is the policy of the Yellow Medicine East School District to provide nutritious meals to students, staff, and visitors. To effectively manage the accounting and assure payment of meals, family account balances must be maintained with a positive balance. The following procedure will be followed consistently for all food service accounts.

PROCEDURE:

1. The food service family account low balance amount is \$20.00 per account member on family accounts.
2. When accounts fall below \$20.00 per account member the Food Service Department will send out a low balance notice by letter or email and a phone message, at which time payment should be made to keep the account in a positive status.
3. Negative account balances that remain for 30 days with no payment or response will be contacted by telephone by a school designee and reminded of the responsibility of the household to pay for their children's meals. The school social worker will also be notified to contact the household.
4. Negative account balances over \$50 that remain for 60 days will be turned over to:

Advantage Collection Professionals, Inc.

495 2nd Avenue SE

PO Box 353

Cambridge, MN 55008

Phone: 763-689-1500 - Fax: 763-689-5393

Reminder: Applications for Educational Benefits are sent out to all households with the annual school packet. Please fill out and return your application as soon as possible; your family may qualify for free or reduced meals. Applications for Educational Benefits may be obtained anytime during the school year by contacting the school offices, food service office, or by visiting the school website www.isd2190.org. A new application is required each year, even if you have qualified in previous years.

Updated: 8/14/2012
11/12/17
1/8/18
11/25/19
2/13/23