

**Tumwater School District  
Procedures**

**NUTRITION SERVICES MEAL CHARGING**

**Elementary, Middle and High School Charge Policy:**

All students are allowed to charge reimbursable meals. Students will not be able charge a la carte purchases or second meals.

**Adult & Visitor Charge Policy:**

Adults and visitors are not allowed to charge purchases. Adults and visitors are not offered courtesy meals.

**Low/Negative Balance Notifications:**

Families can elect to receive low balance notifications through the District's software system. Accounts that fall into the negative receive automatic notifications from the District's software system. These notifications are sent out on Monday and Thursday nights. Additionally, notifications will be sent home with students at the elementary levels and students at the secondary levels will be told verbally in the lunch line.

If the negative balance continues to grow to a \$30.00 negative balance, the Food Services Office will send a letter/email to the family advising them of their negative balance. This letter will also ask the family if they want the student to be able to continue charging the student's meals while the account is in the negative.

If the negative balance grows to a \$50.00 negative balance, the account will be forwarded to the Financial Services Office. The Financial Services Office will attempt to contact the family and work to bring the account to a zero balance. If the family doesn't contact the district and attempt to clear the account, the district, pursuant to Procedure 6119P – Uncollected Non-Tax Revenue, may refer the debt to the District's collection agency.

When the student's account is in the negative, the student will not be able to purchase a la carte items.

**ADOPTED: May 31, 2018**