



Meal Balance Procedure

Purpose To ensure that school district employees, families, and students have an understanding of meal account balances.

General Statement of the Procedure

Parents have 3 options for handling any remaining lunch balances.

- 1) Request a refund check.
- 2) Balances may be transferred to another student's lunch account.
- 3) Donate the balance to the Food Service Support Fund account to support students in need of assistance.

Procedure for Donations and Account Refunds

- If a student is moving out of the district or graduating and they have positive funds remaining in their account, the household should complete the ISD 622 Nutrition Services Account Request form.
- Households have the choice of refunding their account balance, donating to the district's angel fund, or transferring the balance to a sibling that is still enrolled in the district.
- The ISD 622 Nutrition Services Account Request form is found on the Nutrition Services website: <https://www.isd622.org/services/nutrition>
- Any unclaimed senior meal accounts or closed accounts with balance that is under \$5 will be transferred to an angel fund.
- This procedure will be distributed to households via the Nutrition Services website.