

MEAL CHARGE AND UNPAID CHARGES

Meal Payment and Charge Accounts:

- Cashiers do not take cash in the serving line. All meal purchases are done through a debit system. Parents and/or students are required to add funds to the student's debit account to be used for school Food Service Purposes.
- Student accounts can be replenished by bringing a check or cash to the student's school front office where the Administrative Assistant on duty will add the funds to the student's account and supply a receipt for the transaction. Parents also can apply funds through the School Café website using a credit or debit card.
- Parents may opt to "restrict" their student's lunch accounts in an effort to avoid unwanted or excessive charges. This can also be done by the parents on the School Café website or by contacting the Food Service Director and making the request in writing or by e-mail.
- Funds for school visitors, parents, siblings and others, can be taken care of at the school's front office in two ways. If a parent or sibling is joining a student for lunch, funds can be added to the student's account and that account can be charged at the register for all the lunches in that family. Visitors outside the district can give funds to the front office to be used for lunch that day and they will charge a guest account at the register.

Lunch Account Balance Delinquency:

- Automatic notices will ensue after a lunch account balance becomes negative and shall continue until funds are added. School Administrative Assistants and/or the Food Service Director will make phone calls and/or schedule face-to-face meetings with the parents to address the negative balance and determine a solution. Even though the District allows charges to a negative balance, the District expects funds to be added prior to becoming delinquent and the account to be maintained at a positive balance.
- Students having a negative balance may receive standard school lunches without ala-carte items while account has a negative balance.

Delinquent Charge Collection:

- Any outstanding school account balances shall be collected before the end of the school year. Any or all of the following measures may apply in an effort to collect unpaid balances.
 1. Repeated attempts will be made by phone, e-mail or other means from District Administrators to the household to collect the funds owed.
 2. Lastly, if the above efforts are not successful, the debt will be handed over to a collection agency of the district's choice or pursued in small claims court.

Adopted: 6/20/17