



## Huron Public Schools Nutrition Office

To: Parents

Re: Student Meal Policy/Negative Account Balances

Dear Parents,

Below is our Student Meal Policy concerning negative account balances:

All school meals and a la carte purchases shall be paid for in advance or at the point of sale.

Low balance meal notifications shall be given in the form of notes will be sent home.

Negative balance meal notifications could also include a letter directly to the home or a personal call from the school cashier and/or nutrition director.

A report of all negative balances shall be provided by the School Nutrition Office to the ESL Director, the Superintendent, and the Business Manager on a monthly basis. Building specific negative balance lists will be sent to Principals only in their area of supervision on a monthly basis in an effort to prevent students from reaching negative balances of \$50.00 or more.

Second entrée and a la carte sales are prohibited from being charged to an account when an account has a negative balance. Cash sales for second entrée and a la carte are allowed.

Negative balance amounts that reach \$50.00 or more will be turned over to a collection agency for collection including any fees that may result.

A 30% finance charge/late fee will be added to any amounts turned over to a collection agency.

Please help us keep your child's food service account current. We appreciate your attention to this and your help in doing so and look forward to a great year! Thank you.

Carol Tompkins  
Nutrition/Concessions Director  
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Huron, SD 57350  
605-353-6909

This institution is an equal opportunity provider.