

Student Meal Policy/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 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, Nutrition Director, and the school nutrition Bookkeeper in the Business Office on a monthly basis. Building specific negative balance lists will be sent to Principals only in their area of supervision 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.