

**FOOD SERVICE ACCOUNT PROCEDURE****Charging of Meals**

The Food Service program operates a debit card system which allows parents to prepay for lunch, milk and/or snacks. Parents/Guardians are expected to prepay and not allow the account to become past due. If a middle school student's account is past due for 2 meals, the child will be offered an alternative meal until the account is paid in full. High school students will not be allowed to charge, but will be offered an alternative meal. The alternative meal will be available to all students each day and will consist of a sunbutter and jelly sandwich, fruit, vegetable, and milk choice, and the account will be charged for the meal. Credit will not be extended to staff.

Food service will make every effort to inform parents as to the status of the child's account. All students will receive bills, if needed, as often as twice a week and a low balance reminder once a week.

There will be no *A la Carte* purchases allowed at the Middle or High School if a student's account is negative or past due. At the elementary school a child will be allowed to charge up to \$4.00 negative before they will no longer be allowed to purchase *A la Carte* items.

Parents/Guardians can send payments into the schools through payment envelopes. Parents/Guardians can send any amount of money to be put on their child's account. The food service program will make available to parents online access and online payment options as the technology becomes available.

The FS operation may not incur debt whether they are running in the red or the black. The food service operation must be reimbursed by the general fund on an annual basis; at which point the meal debt belongs to the school district. The SAU is in a position that they can decide to hold student diplomas, utilize small claims court etc. to recoup outstanding meal debt.

Reviewed July 13, 2016

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Second Reading: December 21, 2016

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