

Business Procedures and Non-Instructional Series

700 Series

SCHOOL LUNCH PROGRAM DISTRICT FOOD SERVICE ACCOUNT COLLECTION Code No. 710.1R1

LOW BALANCE NOTICE:

The District Office/Food Service Director will review accounts on a daily basis. When the account drops below \$0.00 an account statement is sent by handed out notices, mailed notices, or emails.

Elementary:

If the student has more than a \$10.00 balance, the student will receive an alternative meal and a milk for lunch and only milk and toast for breakfast at no charge. A call or letter to the parent(s)/guardian(s) will be made to inform the parent(s)/guardian(s) that they have five days to develop a payment plan with the district. All past due accounts need to be paid before the last day of school.

JH/HS:

Any student that reaches a negative \$10.00 balance will receive an alternative meal and milk at for lunch and only milk for breakfast at no charge. A call or letter to the parent(s)/guardian(s) will be made to inform the parent(s)/guardian(s) that they have five days to develop a payment plan with the district. No ala-cart items are to be sold to anyone with a negative balance unless paid cash. All past due accounts need to be paid before the last day of school.

PAST DUE ACCOUNTS:

The District may file a claim with small claims court or utilize the services of a collection agency and/or legal counsel to secure the collection of unpaid lunch accounts. Any charges associated with the small claims court filing or fees charged by a collection agency shall be added to the unpaid debt due to the District. The District will delay such action when a parent/guardian agrees to make and makes timely payments in accordance with an alternative payment plan to eliminate debt.

Adopted: 03/20/2000

Reviewed: 06/17/2019

Revised: 06/17/2019