

School District of Elmwood

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Policy 700.32      Lunch Accounting System

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Approved:            04/20/2009  
Last Reviewed:      09/20/2010

The School District of Elmwood uses an automated lunch accounting system to record lunch payments and to monitor food transactions. The system functions as a debit system, similar to a checking account. Parents/Guardians are expected to maintain their lunch account in a positive balance.

It is the responsibility of the Food Services Director to monitor and make every effort to collect delinquent family accounts. Parents are encouraged to promptly contact the Food Service Director to resolve problems with accounts.

No ala carte charges will be allowed when a family's account has a delinquent balance.

A letter will be sent to the parent/guardian when the family account is \$20 delinquent. A copy of the Free/Reduced Meal Eligibility form will be sent with the letter as well, encouraging the family to apply for this assistance.

The Food Service Director will contact the parent/guardian by phone when the account is \$20 delinquent. Students will receive a sandwich and carton of milk when the family balance reaches this level. They will be eligible for hot lunch when the balance is paid, and there is a positive balance in the family account.

The Food Service Director will call the parent/guardian to schedule a meeting with the Administrator and parent/guardian to schedule a meeting with the Administrator and the parent/guardian when the family account is \$25 delinquent. The parent/guardian will be encouraged to complete the Free/Reduced Meal Eligibility form for assistance.

Any fees and expenses incurred due to NSF checks/payments will be added to the delinquent food service balance.

Negative balances at the end of the school year need to be paid in full and a positive balance before the beginning of the next school year in order to receive hot lunch.

A copy of this policy will be sent out at least one week prior to school starting, and will be put in each district newsletter throughout the school year.