

**FOOD SERVICE CREDIT POLICY**

**POLICY STATEMENT**

- A. It is not the district's intent to deprive any student of a meal; however, the district has a financial liability by allowing family food service accounts to go unpaid. The practice causes the meal prices to increase for everyone else. In an effort to minimize credit problems and reduce the time and effort to deal with overdue accounts, no student or staff member will be allowed to charge against an account unless sufficient funds are available in that account.

**POLICY PROCEDURE**

- A. Students may pay cash or may draw from an established family account for ala carte or menu meals.
- B. When a family account is established, it is recommended that a minimum of \$10.00 be placed into the account as a reserve for those times when payments are forgotten at home.
- C. Payments into the family account may be made by credit card.
- D. One "emergency" meal will be allowed (per each family member per each occurrence) should insufficient funds be available in the family account. This is the only time the account can run with a negative balance.
  - 1. Students who need an "emergency" meal will be given a reminder to take home indicating the family account is out of money.
  - 2. Students will not be able to charge on the account again until the balance is restored to a positive number.
  - 3. Only a regular hot lunch will be given as an "emergency" meal; ala carte items cannot be substituted.
- E. The charging of one child on a family will affect the balance that remains for other children on the same account.
- F. Payments made and received by the food service department by 10:00 a.m. will be added to the family account on that same day.
- G. Requests for current family balances may be made by:
  - 1. Secure Internet web access at any time.
  - 2. Telephone during regular working hours.
  - 3. Student request at the time of purchase.
- H. Family account balances may be carried forward from one school year to the next. When all children in a family are no longer in district schools, a refund of any family balance (greater than or equal to \$2.00) will be made upon written request.

- I. Staff members may establish an account. All of the above procedures will apply.

LEGAL REFERENCE:

CROSS-REFERENCE: