

Policy 801.04

FOOD SERVICE

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Collections of Meal Funds—Administrative Procedures

To keep families or individuals up-to-date on meal account balances e-mails, online access, letters, and/or phone calls may be used. Families are to maintain a positive balance in their account. As a courtesy, the District allows a cushion for a student to receive meals in order to allow appropriate deposits to be made by the family. If the balance drops below a point determined by the Superintendent, Food Service Director, and/or his/her designee, no extras are allowed. In situations where parents fail to respond to payment requests, the district will file a claim for payment in Small Claims Court or turn those accounts over to a collection agency for processing.

Adopted: April 11, 2005

Revised: July 10, 2017