

SCHOOL NUTRITION PROGRAM COLLECTION PROCEDURE

1. Students are expected to pay for meals in advance.
2. Students not qualifying for reduced meals will not be allowed to incur a negative balance of more than six meals. The parent/guardian must submit payment for the charged meals and maintain a positive balance in the student's account.
3. Ala carte purchases are not allowed if the student has a negative balance.
4. The parent/guardian will be notified by the Food Service Director or designee if three meals have been charged.
5. If parent/guardian does not submit payment, the Food Service Director will provide an application for free and reduced price meals. If free and reduced price meals are denied or the parent/guardian does not respond, the Director will forward the student's name to the Principal and/or Social Worker to address issues that may be affecting payment. If payment is still not obtained, the Superintendent and the School Board Finance Committee will be notified.
6. Parents or guardians that have written checks returned from our bank for non sufficient funds (NSF) will be notified by the Food Service Director. The amount of the check and the bank fee will be deducted from the balance in the student's account.
7. If two NSF checks are received from the same family, no further checks will be accepted.
8. This policy annually will be sent home with students.
9. If payment is not received within 7 days after written notification the child may be served an alternative lunch consisting of a sandwich, vegetable, fruit and whole milk.

Approved and Adopted: December 5, 2001  
Revised: November 1, 2006  
Revised: March 5, 2008  
Revised: August 4, 2010