

Food Service Payment

Introduction

A computer based payment system has been initiated in order to make food service payments more convenient for district families. The automated system will also improve the accuracy and efficiency of the food service program accounting processes. The following guidelines will be used in conjunction with the food service computerized system.

Food Service Payment Guidelines

Family Accounts Each family, not individual students, participating in the food service program will have an account in which funds may be deposited at any time and in any amount to pay for breakfasts, lunches and/or milk. Parents or students may deposit money at any elementary school office, the middle school office or the high school office.

Money submitted before 10:00 AM will be credited to the family account on the day submitted. Money submitted after 10:00 Am will be credited on the following school day.

A receipt will be given for all cash payments. When payments are made by check, the canceled check will be considered as the receipt.

Low Balance Reminders Notice of low family food service account balances will be sent weekly whenever family accounts reach a balance of \$20.00 or less.

Negative Balance Procedures Notices will be sent on the first day of a negative balance in the family account and then weekly until a positive balance is reestablished. Students will be denied breakfast or lunch when the negative balance in the family account reaches or exceeds \$5.00.

Refunds Family account balances will be carried over from school year to school year. Refunds of family account balances will be made for the following reasons:

- 1.) All enrolled students in the family leave the district.
- 2.) A graduating senior is the only family member enrolled in the district.
- 3.) A family becomes eligible for free meals under Federal guidelines.

The district administrator may also issue refunds for other reasons.

Approved:

Revised: