



## Negative Food Service Account Balance Policy

### Elementary Schools:

- At \$0 balance, no a la carte purchases are permitted. Any debt must be paid before a la carte purchases can be made.
- When the student's account balance reaches negative \$10.00, the Food Service Manager will communicate with the parent(s) or guardian via letter, email, and/or phone call. An application for free or reduced lunch will be offered to the parent/guardian.
- Once the negative \$15.00 balance is exceeded, the Food Service Manager will alert school administration of the negative balance issue.
- A follow-up with Student Services will occur if the parent/guardian does not respond.

### Middle and High School:

- The student will be informed when his/her account balance is less than \$5.00.
- At \$0 balance, no a la carte purchases are permitted. Any debt must be paid before a la carte purchases can be made.
- When the student's account balance reaches negative \$10.00, the Food Service Manager will communicate with the parent(s) or guardian via letter, email, and/or phone call. An application for free or reduced lunch will be offered to the parent/guardian.
- Once the negative \$15.00 balance is exceeded, the Food Service Manager will alert school administration of the negative balance issue.
- A follow-up with Student Services will occur if the parent/guardian does not respond.