

NOTIFICATION AND COLLECTION PROCEDURE  
FOR MEAL ACCOUNTS

763-Rule  
(formerly EFE-R)

Money may be deposited into the family account by using food service envelopes and sending them with students to give to teaching staff, sending them to the School Nutrition Department via the US Postal Service, or depositing them in the designated collection boxes in one of the school offices. Online payment by credit card, debit card or checking account is available and is the preferred method of payment. It is safe, secure, and is updated to the family account every morning.

All purchases made through the school nutrition program will be accounted for through family meal accounts on our computerized system including all a la carte purchases. Money will only be accepted in a serving line if put in a food service envelope and handed to the cashier. No change will be made in any serving lines. Parents and students will be encouraged to make deposits to their accounts via the online service, or using food service envelopes, prior to serving times each day.

Parents/guardians will be notified via Skylert that a payment is needed when the family account is less than \$10.00. If an account goes below zero, a Skylert message will be sent every day until funds are deposited to bring the account to a positive balance. Each student in the family will be allowed three (3) meals beyond the zero balance. If an account has a negative balance of \$10 or more the school nutrition department will attempt to contact the parent(s) via phone to remind them that money needs to be deposited into their account and that no more meals will be allowed to be charged.

If after the three meals have been allowed, and the parents continue to fail to make arrangements and a negative balance of more than \$10 exists, students will be given a sandwich and milk and a nominal amount will be charged to their account. Students will be notified before serving time that they will be allowed the sandwich and milk.

End of the School Year

At the close of the school year, negative statements will be mailed to parents. Payments need to be made within 10 days or with a payment plan approved by the administration.

If the family account is positive it will carry over in the next school year.

If a family or district staff member leaves the school district or the youngest student in the family graduates and there is a positive balance of \$5.00 or more in the account, a refund will be made.

Approved: 08/16/17