

No. 808.1 – AR

UNITED
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

808.1 – AR MEAL ACCOUNTS/STUDENT I.D. USE

Because the United School District participates in the National School Lunch and Breakfast Program, we are able to provide free or reduced meals to students who qualify. A free and reduced meal application is sent home with every student at the start of the school year. Students may participate in the program at any time throughout the school year. Applications are available by contacting the school. All information pertaining to a student's meal status is kept confidential.

The food service department utilizes a computerized debit system for all cafeteria transactions.

1. The Food Service Director is responsible for reviewing all student accounts.
2. When a student reaches a balance of \$0.00, the cashier will remind the student, at every meal, that money needs to be deposited into the student's account.
3. The Food Service Director will utilize the AlertNow system to call home at the end of the week to remind the student or parent/guardian that funds need to be deposited into the student's account.
4. The Food Service Director will meet with the Director of Finance each week to review student accounts.
5. When a student reaches a \$0.00 balance, s/he will not be able to purchase any item other than the regular breakfast and lunch. This includes all a la carte items or extra meals – a la carte and extra meals can only be purchased if there is a positive balance in the student's account.
6. Students may charge up to \$15.00 on their meal accounts.
7. The Food Service Director will notify the Business Office regarding the delinquent account. The Food Service Director will initiate a written notice that will be processed by the Director of Finance's office. An electronic copy will be saved and kept for office use.
8. The written notice will be mailed to the student's home.

9. A parent/guardian may arrange for payment through the Business Office.
10. If attempts are made to reconcile the account, students will be able to continue purchasing meals up to a total of \$30.00 on their account
11. Once the student reaches a \$30.00 delinquency, the Food Service Director will initiate a written notice to be sent, this time, via certified mail to the student's parent/guardian. The Food Service Director will notify the Business Office where the letter will be processed. An electronic copy will be saved and kept for office use.
12. A parent/guardian may arrange for payment through the Business Office.
13. A \$100.00 delinquency in payment may result in action through the magistrate's office. However, a parent/guardian may contact the Business Office to arrange for a mutually agreed upon written payment plan in order to avoid prosecution.

****If you qualify for FREE or REDUCED lunches and breakfast, please take advantage of the opportunity for the school to provide these nutritious meals for your child. Free and reduced applications can be obtained at any time throughout the school year if your financial status should happen to change.*

Revised 1-6-15