

Douglas County School District Re. 1
Nutrition Services
Policy for Negative Lunch Account Balances

Primary Purpose of Policy: To manage school lunch account balances in a reasonable manner for all parties by providing a collection system with emphasis on timely communication with the parents.

Intended Outcomes of Policy:

- To establish a consistent district policy regarding charges and collection of charges.
- To treat all students with respect in the serving line regarding meal accounts.

Elementary Students:

- Elementary students are allowed to charge meals
- Elementary students will not be allowed to charge for a la carte items or seconds.

Middle School Students:

- Middle School students will be allowed to charge up to \$15.50 (5 days) on their account.
- A note will be given to the student at the point of sale to take home to the parent(s) stating that their child has a negative balance asking them to please deposit money in their child's account.
- Nutrition Service will phone the parent each day the students account remains negative.
- If a student comes through the line on the 5th day of a negative balance, then the cashier will quietly notify the student that they will not be allowed to charge the next day but the tray won't be pulled on the 5th day. To best communicate, the school office staff will be provided a list of students that have exhausted their \$15.00 negative balance.
- Middle schools will not be allowed to charge for a la carte items or seconds if they have a negative balance.

High School Students:

- Nutrition Services will not allow charges in High Schools.

Notification of Account Balances

- DCSD Nutrition Services will inform parents when lunch balances are at -\$5 (negative five dollars) through the following methods:
 - Infinite Campus Messenger emails and/or phone calls sent to families on Sunday evening and Wednesday evening.

Methods of collection:

- DCSD Nutrition Services will contact parents when there is a negative lunch balance through the following methods:
 - Infinite Campus e-mails and/or phone calls, to families regarding their student's negative lunch balance.

- Parents will be contacted by the Central Office about students who have a negative balance of \$50 or more.
- Accounts may be sent to a District approved collection agency for collection after attempts by Nutrition Services are unsuccessful.
- Nutrition Services will work with parents who may need additional financial assistance.
- At the end of the year, students with a negative balance of \$50.00 or greater, have a hold will be put on their district student account with the amount of money owed for school lunch.

Purposeful Community

Nutrition Services values a positive relationship with each school's administration. Negative balances are the responsibility of Nutrition Services and each school's administration is asked to assist with special financial circumstances. In this type of partnership, our students will stay safe, well nourished, and ready to learn.

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