



Book	Administrative Guideline Manual
Section	8000 Operations Templates
Title	UNPAID MEAL BALANCE GUIDELINES - Active
Code	ag8500
Status	Active
Adopted	March 1, 2023

8500 - **UNPAID MEAL BALANCE GUIDELINES**

A. Purpose

The purpose of these guidelines is to provide parents with written guidelines for unpaid meal balances.

B. Statement of Guidelines

1. The school board recognizes the importance of nutrition to foster student attendance and educational issues.
2. The school district is responsible for the financial welfare of the food service fund.
3. The school district has the following guidelines in place regarding unpaid meal balances.
 - a. At Prairie Farm Schools we have an automated calling system that calls parent/guardians of students when the money in their account for meals gets to \$5.00. This gives parents/guardians ample notice/opportunity for students who bring more funds before their account gets into a negative balance.
 - b. Students starting the day with a positive balance in their account will be allowed to go into a negative balance to buy a meal that day.
 - c. When a family account becomes negative \$100, parents/guardians will be notified, by office staff, by phone that students will be shut off from receiving extra entrees/milk until payment is received and if the account reaches negative \$200, the student will receive an alternate meal. This meal will consist of a sandwich with an appropriate number of ounces of protein, fresh veggies or a fresh fruit and milk. When a family account becomes negative \$200 or greater, parents/guardians will be notified by administration, by phone, that students will receive an alternate meal until payment is received.