

NEGATIVE BALANCE PROCEDURES FOR THE SCHOOL NUTRITION PROGRAM

In order to provide students and parents in the North Scott Community School District with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balances have been implemented:

1. The North Scott Food Service Department encourages parents to pre-pay meals for their children, thereby eliminating situations that could develop during lunchtime over negative balances. Pre-payments for lunch and breakfast can be made online at <https://ia-northscott.intouchrecepting.com>. Cash, check, and debit/credit card payments are accepted at each school.
2. Students wanting a lunch and not having money to purchase a lunch will be allowed to charge a lunch, with repayment expected as soon possible.
3. A maximum of five (5) hot lunches will be allowed to be charged. Students may charge their accounts only for a reimbursable meal. Students will not be permitted to charge a la carte items.
4. Low account balances are emailed daily to parents when accounts are at a \$10.00 balance remaining, and then again at a \$5.00 balance remaining. Negative balance notifications are emailed daily, and also sent home in an unmarked envelope with elementary students weekly or as needed. Jr High and High School students are discretely notified by the cashiers daily as balances are low or negative. Weekly notices for negative accounts of \$15 or more are also sent by U.S. mail. Parents or guardians will be notified of an outstanding negative balance once the student owes five meals or more. Negative balances of more than \$100.00, not paid prior to the end of the school year will be turned over to the superintendent for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by the law. Parents are strongly encouraged to monitor their students' breakfast/lunch account activity through schoolining.north-scott.k12.ia.us. This system can be used to confirm payments have been received and monitor account activity.
5. Parents may submit a free/reduced hot lunch application if they are unable to pay for school lunch. A yearly application is required, as well as when their household information or income changes. Applications can be submitted at any time during the school year and are available during registration or at individual schools as well as on the district's website: <https://www.north-scott.k12.ia.us/departments/food-service/forms-and-policies>. Students who qualify for free and reduced meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. A reimbursable meal will be provided to all students with outstanding meal charge debt. Students will be provided the same reimbursable meal and not an alternate meal.
6. In extreme hardship situations, the building administrator may authorize a one-time exception to the charge policy by providing the student with a signed authorization form to be presented to the cashier at lunch. The district will establish an unpaid student's meal account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

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7. North Scott Community School District is committed to providing meals to students who choose to participate in the program. However, there is a responsibility on the part of the students and parents to satisfy all financial obligations to the lunch program in a timely manner.

Approved: April 24, 2017

Reviewed:

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