

## STUDENT MEAL CHARGES AND PROCEDURES FOR COLLECTION OF DEFICIENT ACCOUNT BALANCES

- Purpose:** The Board acknowledges the need to have a policy to allow meal charges and a policy to collect deficient account balances.
- Authority:** The Board authorizes the Superintendent or Designee to carry out the policy and enforce the practices to collect deficient account balances.
- Guidelines:** The Iroquois School District utilizes a Point of Service System for meal purchases. With this system, each secondary student is issued an Identification Number and each elementary student uses their name to activate their picture identification. Even though the ID number or ID picture may be coded to receive a free or reduced lunch, all students have the ability to deposit cash into their student accounts and to make meal purchases in the cafeteria. As a convenience to parents, Iroquois permits both secondary and elementary students who forget their lunch money or who do not have sufficient funds in their student account to charge their lunch. The secondary students are able to charge up to three lunches or \$6.75 and still have an option of what they order for lunch. After the third charge is accumulated they may not receive a lunch unless they have cash. The elementary students are able to charge up to -\$15.00 and still have an option of what they order for lunch. After a student reaches the benchmark of -\$15.00 they will not have an option for lunch, an alternate meal will be provided at the discretion of the Food Service Director. Although an alternate lunch is being provided, the students and parents are still responsible for the negative balance, and it will continue to increase.

The ability for a student to charge his/her lunch is done so as a courtesy by the school district to accommodate the student who upon occasion forgets to bring meal money. It is the parents and students responsibility not to abuse this privilege and will proactively monitor the cash balance in the student's account to assure that sufficient funds are on hand to cover the cost of all meal purchases and to deposit funds whenever it is determined that the student's account balance is getting low. Cashiers in the cafeterias are willing, when asked, to provide balance information relative to a particular student's account. In that the school district permits meal charges at the elementary level, controls must be established to limit the school district's aggregate exposure to losses resulting from an inability to collect deficient account balances.

Cafeteria personnel at the elementary level will be responsible for monitoring deficient account balances by informing students when their balance is getting low or when it is negative. Low balance letters will be generated bi-monthly for elementary students whose accounts are lower than \$5.00. These letters will be distributed by cafeteria personnel to the homeroom teachers to be sent home with the student. Once a month, cafeteria personnel will generate deficient account letters greater than -\$10.00 on a monthly basis to be signed by the building principal and mailed home. The Food Service Director will also monitor deficient account balances paying particular attention to balances, which appear to be growing. At least once a month, the Food Service Director will give a list of all accounts exceeding -\$25.00 to the building principal who will then call home to work out a plan for payment.

The student account balance (positive or negative) will remain with the student from year to year through the time of graduation from high school. Students in all grades with any negative amount are not allowed to purchase ala carte items, including milk. Furthermore, seniors may not receive their diplomas until the negative account balance is paid off.

Negative balancing can be avoided by making payments in any amount in the form of cash or check (made out to Iroquois School District Cafeteria). And for any reason, if a parent/guardian has a question, or if you want to block your students account to prohibit the sale of ala carte items, please call the Food Service Director.