

6/18/18 – This procedure is a DRAFT because the District is currently awaiting guidelines from the State regarding proposed 2018-2019 changes.

NONINSTRUCTIONAL OPERATIONS

Negative Meal Balances

The intent of this procedure is to ensure responsible financial management of the Food and Nutrition Services Program and consistent student-oriented practices at each school. This procedure is intended to be proactive and appropriate for students at different grade levels with an emphasis on minimizing any embarrassment that can be caused by a student running out of money on their student meal account.

Payments to load money into student lunch accounts can be made at the school office, the Food and Nutrition Services Office, in the cafeteria, over the phone, and online. Online payments and more information can be found on the district website.

All School Grade Levels

1. The goal is for student lunch accounts to remain positive.
2. All efforts shall be made to communicate with the student's household by Food Services and/or Family Advocates so payments can be made or meal benefits issued to qualifying families.
3. Food Services staff will notify Family Advocates when an account balance reaches the equivalent of four (4) full priced lunches. The Family Advocate will connect with families and problem solve.
4. Charge limits will apply for all students determined not eligible by the LEA for meal benefits in accordance with RCW 28A.235.
5. The purchase of ala carte items is strictly prohibited when an account is negative or will become negative due to the charge.
6. Non-students are prohibited from accruing a negative meal balance.

To aid families in maintaining positive meal balances, the District does the following:

- a. Issues a twice-weekly negative meal balance notification robo-call to families owing money.
- b. Issues a low balance e-mail to families when their student's account reaches \$10.50.
- c. Makes available an on-line application for meal benefits in Skyward Family Access.
- d. Makes available: paper applications at each school office and/or in their opening school year paperwork packet, printable online applications translated into multiple languages, a paper application attached to the calendar mailing that goes to each household during the summer months.
- e. Family Advocates provide outreach to help families determine eligibility for meal assistance.

Submitted: _____