

Adopted: May 5, 2008

Le Sueur–Henderson Public Schools Policy 796.1

Revised: June 8, 2009, May 1, 2017

796.1 FOOD SERVICES FUND BALANCES

I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures throughout the school district in the provision of meals to students.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of District #2397 to offer breakfast and lunch at school. The Food Service Program strives to produce quality meals in an efficient and fiscally responsible manner.
- B. Students may purchase meals when funds have been deposited into their individual accounts or by cash payment. Each student is given a special breakfast/lunch PIN number and when they type in the number, the cost of the meal will be subtracted from their individual account.
- C. Families may apply for free/reduced meals anytime during the school year. Applications are mailed to all families in the school district prior to the school year. In addition, applications are available at the district office during the school year.
- D. The school district will pay particular attention to ensuring that records of students who qualify for free/reduced lunch are kept up-to-date and confidential.

III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

- A. Food account balances are posted to the Infinite Campus Parent Portal daily for families to review.
- B. The parent/guardian will be notified when any of their children's account is \$5.00 or less according to the following procedures.

- a. Once a student's balance becomes \$5.00 or less, email notification will be sent to the parent/guardian contact by the Food Service Director.
- b. If the account becomes below \$0, an email and letter will be sent home by the Food Service Director.
- c. When the balance is -\$15.00, a phone call to parent/guardian will be made by school counselor, secretary, or food service director. Referral to counselor from Admin.
- d. When the balance is at -\$30.00, Building principal or designee will meet with family.

2. Middle / High School

- a. Once a student's balance becomes \$5.00 or less, email notification will be sent to the parent/guardian contact by the Food Service Director.
 - b. If the account becomes below \$0, an email and letter will be sent home by the Food Service Director.
 - c. When the balance is -\$15.00, a phone call to parent/guardian will be made by school counselor, secretary, or food service director. Referral to counselor from Admin. Students will not be allowed to take items beyond a single reimbursable meal.
 - d. When the balance is at -\$30.00, Building principal or designee will meet with family.
- C. Families using Non-Sufficient Fund Checks to replenish their lunch accounts will be charged \$15.00 for collection charges.
- D. At the end of the year, significant negative accounts (below -\$50) for Food Service Fund Balances and/or unreturned or damaged school district property will be sent to collections after attempts have been made to contact parents/guardians.

Legal References: *Food Service Program 796*

Cross References: