

## **Code No. 710.5 DISTRICT FOOD SERVICE ACCOUNT COLLECTION**

Parent(s)/guardian(s) of students are required to pay for meals and milk in advance and maintain a positive “account” balance. It is the responsibility of the parent(s)/guardian(s) to keep track of the balance in their account and make timely payments to the school to avert a negative balance. Payments for meals and/or milk should be made to the school or district office.

### **LOW BALANCE NOTICE:**

The District Office will review accounts on a daily basis. When an account drops below \$0.00, an account statement is sent by mail or email. Once an account is 30 days past due, a phone call from the Superintendent will be made informing parent(s)/guardian(s) that they have 15 days to develop an agreed upon payment plan with the district. If a plan and attempt to pay has not been made after 45 days past due, students will receive a sandwich as the main dish until an approved payment plan is in place. If the family account has a negative balance of \$10.00 or more, students will not be allowed to charge ala carte purchases.

### **PAST DUE ACCOUNTS:**

The District may file a claim with small claims court or utilize the services of a collection agency and/or legal counsel to secure the collection of unpaid food service debt that is forty-five or more days past due. Any charges associated with a small claims court filing or fees charged by a collection agency shall be added to the unpaid debt due the District. The District will delay such action when a parent/guardian agrees to and makes timely payments in accordance with an alternative payment plan to eliminate the debt.

**First Reading: July 18, 2018**

**Second Reading: August 20, 2018**