

NUTRITION SERVICES

MEAL CHARGE POLICY 2017-18

Nutrition Services is committed to providing meals to all students, however, there is a responsibility on the part of parents and students to assure that there are funds in meal accounts, prior to meal service.

In order to provide students and parents in the Alpine School District with the best possible service and accountability for school meals, the following procedures are in place regarding meal charges. Please note - meal charging is a courtesy and should not be a regular practice.

- All students will be provided a regular school meal until their account reaches a negative \$15.00.
- Complimentary food items will be provided when a negative \$15.00 has been reached.
 - **For breakfast** – the student will be provided a fruit cup and a carton of 1% milk
 - **For lunch** – the student will be provided a cheese sandwich and a carton of 1% milk
- The complimentary food items will continue to be provided until a payment has been made to bring the balance under the negative \$15.00.
- The Nutrition Services Office will send a collection warning letter to the parents of students that have reached the negative \$15.00, as an additional reminder that a payment is due, before being sent to collections.

Elementary Student Procedures - how parents and students are notified of low balances in meal accounts:

- The Nutrition Services kitchen team will inform students when they receive their meal, that the funds are gone and they are charging a meal (unfortunately our elementary meal system does not give a warning until funds are gone).
- Charge notice letters will be printed weekly by the kitchen team for all students that owe \$1.00 or more and distributed to teacher boxes to give to the students to take home to parents.
- A courtesy phone call from the kitchen team will be placed when a student owes \$5.00 or more.
- Charge notice letters will continue to be distributed weekly to teacher boxes to give to students, until a payment is made.
- Once a student reaches the \$15.00 charge limit, charge notices will be sent to patrons by the Nutrition Services Office requesting a payment – if a payment is not received the negative balance owed will be sent to a Collections Agency for collection.

Secondary Student Procedures - how parents and students are notified of low balances in meal accounts:

- The Nutrition Services kitchen team will inform students when they receive their meal, that their funds are getting low (\$5.00 or less) and will continue to inform the student if charges accrue.
- A courtesy phone call from the kitchen team will be placed when a student owes \$5.00 or more.
- Charge notice letters will be printed weekly by the kitchen team for all students that owe \$10.00 or more and will be mailed to the home of the student.
- Once a student reaches the \$15.00 charge limit, charge notices will be sent to patrons by the Nutrition Services Office requesting a payment – if a payment is not received the negative balance owed will be sent to a Collections Agency for collection.

We make every effort to request payment before a patron is referred to collections. We appreciate prompt responses to payment requests. MyPaymentsPlus.com is a **free** service and is a quick/efficient way to make payments to student meal accounts and check student balances.

Thank you for supporting school meals!