

COUNCIL ROCK SCHOOL DISTRICT
MEAL CHARGE PROCEDURE

Purpose

The District employs a food service provider to operate the food services throughout the district. As part of this contract, we operate a Point of Sales cash collection system to record lunch purchases and deposits by students. As part of this system, parents are able to make deposits on line with credit card transactions as well as through cash and deposits of checks.

At times, certain accounts may become negative and require a parent to deposit additional funds into their child's account. This Administrative Regulation (AR) provides the guidance for the collection of these funds.

Guidelines

- A regular lunch is available to all students. It is the parent's/guardian's responsibility to provide his/her child with a meal or money to purchase a meal.
- Every student will have a cafeteria account and may deposit into that account, whether the student normally pays or receives a free or reduced lunch. The District has established a negative balance threshold of \$25.00 for unpaid accounts before the steps outlined below are utilized.
- Parents/Guardians will be notified by the Cafeteria Manager that his/her child's lunch account has reached a negative balance of \$25.00. A timely second notification will occur if there is no response or no payment has been made.
- Lunches will still be provided to the student, and the lunches will continue to be charged to his/her account.
- If there is no response or payment by the parent/guardian after the Cafeteria Manager's calls, the Principal will now notify the parent/guardian that his/her child's cafeteria account is in arrears and the balance must be paid as soon as possible.
- Notification will also be made at the end of each marking period about the negative lunch balance obligation and will also include a copy of the Administrative Regulation in place to collect unpaid funds.
- If all the collection attempts listed above have been unsuccessful, the Business Office will be notified and the School District may seek restitution for this unpaid debt by turning it over to the Magistrate's Office, if it has been determined that all other alternatives have been exhausted.