

SAU #48
Food Service Payments Policy

It is the goal of the Pemi Baker School District that all students can access the school meal program. Free & Reduced Meal Program applications shall be sent home at the start of each school year for all students, and provided to each new enrollee.

The following base requirements are to be maintained at all times:

- 1) Prepay accounts will be available for all students and staff to make deposits in advance.
- 2) Adult accounts will not be permitted to have a negative balance at any time. Any adult without available funds in their account must pay at the time of service.
- 3) Students without available funds in their individual accounts may not charge ala carte items.
- 4) The accounts for students qualified as Free shall be considered to have available funds, but only for reimbursable meals.

The balance of this policy shall provide the process and direction for those students who do not have sufficient funds in their account. In the event that a school lunch or breakfast bill is unpaid, the following process will be followed:

The School Food Service Supervisor will send a letter to parents or guardians when there are three unpaid meals requesting prompt payment and outlining the subsequent action. An application for Free or Reduced Lunch will be included with the letter.

The family has one week from the letter posting to make the payment or other arrangements. From the time of the letter posting, the student will receive an alternate reimbursable meal. The Student account will be charged for the alternate meal.

Account Statements for accounts with negative balances will be sent to Parents or Guardians weekly.

Accounts with a negative balance of \$25 or more will be referred to the Superintendent's office for further action. The District reserves the right to pursue legal action on any unpaid balances.

Approved: December 17, 2015