

USD 333 UNPAID MEAL POLICY

The following UNPAID MEAL POLICY has been adopted by the USD 333 Board of Education.

- Food service director will send email notices on a daily basis starting when the family balance reaches \$10.
- NEGATIVE Balance of \$90-\$100: Inform families that no further charges to the account will be allowed after NEGATIVE \$100.
- NEGATIVE \$100 and over: Discontinue charging lunches. Students must bring lunch/or pay cash for individual lunches.
- If the family does not provide a lunch or cash for the student, the classroom teacher and building principal will work with lunchroom staff to have student brought to the principal's office during meal time and offered pretzels and fruit provided by the food service department.
- If a family turns in an application for free and reduced meals and qualifies for FREE meals, students will be allowed to return to eating in the cafeteria. However, outstanding balances will still be required to be paid in full or Kansas Set-Off claims will move forward.
- If the outstanding meal bill has not been paid by enrollment the next fall, district staff will file Kansas Set-Off for the outstanding amount.
- On-Line payment option: An on-line payment option is available to families for ease of paying outstanding debt.
- Families with graduating seniors who have completed all graduation requirements and have no other students enrolled in the district, or outstanding bills with the district, if they have a positive lunch balance will have their positive balance refunded by USD333 through the board approval process by district staff upon receipt of a W-9. Any positive balances less than \$5 will not be refunded due to staff time and cost of mailing to do so.
- Any family withdrawing students from the district that has a positive lunch balance at the time of withdrawal, has until June 1st of the school year from which they withdraw, to request their lunch balance in writing from the School Nutrition Director, with provision of an address for sending the monies to and completion of a W-9. If no written request is received for monies of families with withdrawing students that have a positive lunch balance, all funds become a permanent part of the School Nutrition Department budget.

Approved by USD 333 BOE 6/12/2017