

~~AP 408.0 – CHILD NUTRITION AND WELLNESS~~

~~AP 408.1 Financial Management~~ *Unpaid School Meal Charges Procedure*

Parents and/or guardians are responsible for paying for meals in a timely fashion. The district will notify parents when their child's lunch account has a negative balance, and take ~~progressive~~ measures to collect outstanding balances.

1. When a student has a negative balance in his/her lunch account, parents and/or guardians will receive a phone call from the district ~~auto-dialer system~~ notifying them that their student has a negative balance. ~~and that an alternative meal will be provided after five unpaid meals. These calls will be made daily. The auto-dialer message will include information to opt-out of the phone calls in accordance with the Telephone Consumer Protection Act.~~ *Child Nutrition will remind parents that applications for free and reduced lunch are available on the district website for students who qualify.*
2. When a student has ~~three~~ *five* unpaid meals parents and/or guardians will receive a phone call from the school cashier asking them to make payment arrangements or to promptly pay the balance. ~~The cashier will also remind parents and/or guardians that an alternative meal will be provided after five unpaid meals. Cashier~~ *Child Nutrition* will remind parents that applications for free and reduced lunch are available on the district website for students who qualify.
3. When a student has ~~five~~ *ten* unpaid meals parents and/or guardians will receive a letter from the Child Nutrition Program asking them to remit the balance. The letter will remind parents and/or guardians that ~~an alternative meal will be provided after five unpaid meals and that applications for free and reduced lunch are available on the district website for students who qualify.~~

Procedure History:

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