

ALMOND-BANCROFT SCHOOL DISTRICT
Administrative Rules

760-Rule

PROCEDURES FOR FOOD SERVICE PROGRAM
MONEY COLLECTION AND ACCESS

1. Parents/guardians are expected to pay for their child's meals in advance or on a daily basis prior to obtaining the meal. Parents/guardians will be encouraged to pay daily, weekly, monthly or part of a school term.
2. Denial of Access to School Meal Programs Due to Nonpayment
 - Families with school food services account balances at zero dollars will be extended credit for up to five days, and then will be denied access to all school food services programs using their account until a mutually agreed upon payment plan is reached, payment has started, or the account is paid in full.
 - After the five days if the family food services account is not up to date and the student is not paying for meals in cash daily, the student will be provided a sandwich and milk. They will be denied access to all school food programs using their account until a mutually agreed upon payment plan is reached, payment has started, or the account is paid in full.
 - At any time a student will be allowed to purchase a meal if he/she pays in cash prior to obtaining the meal.
 - Students who qualify for free or reduced meals cannot be denied being served a Type A meal. Ala carte purchases will be denied for any student if the family food services account balance is at or below zero dollars.
 - Every effort will be made to maintain the confidentiality of the student's account status.
3. Notification of Families and Collection of Money Due the District
 - a. The status of all family school food services accounts will be reviewed mid week. A notice will be sent out by the end of the week for all families having an eight to ten dollar per child balance. The letter will indicate the District's procedure that five days of credit will be available for their child(ren) until a mutually agreed upon payment plan is reached, payment has started, or the account is paid in full. Children will be allowed to pay for meals in cash during the five-day period.
 - b. After the five-day period and the account has not been re-established to at least an eight to ten dollar per child balance or a mutually agreed payment plan is reached, a second letter will go out indicating that credit will not be extended and the parents/guardians have 30 days to bring the food services account balance to at least zero.
 - c. After 30 days, the District Administrator is authorized to pursue small claims court action if the parent/guardian has not brought their account up to a zero level or established a mutually agreed plan to begin payment toward the food services account.

APPROVED: 3/12/02

REVISED: 7/20/05, 3/19/08