

Family Account Balance	Action	
	Elementary	Middle and High School
Family Account Balance reaches \$10 or less	At each purchase, the student is notified by the cashier, that money is needed to be deposited into the account.	
	Each business day, an Email notification is sent requesting additional money be deposited into the family account.	
Family Account Balance reaches \$0 or less	Student continues to be eligible for school meals	
	At each purchase, the cashier fills out a "Lunch Money Due" slip with the student's name and amount owed.	At each purchase, the cashier will, notify the student that the lunch account is in need of money and offer a reminder slip. The student may take or refuse the slip.
	The same school day the "Lunch Money Due" slip will be forwarded to the student's Homeroom Teacher. The "Lunch Money Due" slip will be given to the student to take home.	It is the student's responsibility at that point to remind parents or guardians of the need for a deposit into the family account.
	Each business day, an Email notification is sent within 24 business hours requesting additional money be deposited into the family account.	
Family Account Balance reaches - \$30 or less	Student continues to be eligible for school meals.	
	Each business day, Email notifications continue to be sent.	
	Nutrition Services Office will contact the parent/guardian via phone or phone message to inform of the need to deposit more money and the possibility of discontinuation of service within five (5) school days if a payment is not received.	
	Nutrition Services will send a certified letter to the family to inform of the need to deposit more money and the possibility of discontinuation of service within five (5) school days if a payment is not received.	
	The principal is notified by the Nutrition Services Supervisor of student name(s) and outstanding balance in excess of -\$30.	
	The principal contacts the parent/guardian to explain need to make timely and full payments for meals, insure an awareness of the free or reduced program (contact Nutrition Services Office at 526-1325 for more information), inform of the need to make other plans to provide the student with a meal to meet their child(ren)'s nutritional needs if a payment is not made within five (5) business days, notify the parent meals will be discontinued on the sixth business day unless the balance is paid in full before that day.	
	The principal informs the teacher who takes the student lunch count in the morning, and the Nutrition Services Supervisor of the parent contact.	
	If payment is <u>not</u> received within five (5) business days, the Nutrition Services Supervisor will inform the principal who will then make contact with the student to make sure an alternate meal was brought to school. If not, the principal will contact the parents/guardians to alert them to the fact that no meal will be served until the account is brought up to date.	
Six (6) business days following the notification in the previous step	Students are <b>ineligible</b> to participate in the school meals program except when prepaying with cash.	
	The principal will check to make sure the parent/guardian has provided an alternative meal. The principal will contact the parent/guardian if alternative meal arrangements have not been made.	