



First Reading: **April 14, 2016**

Second Reading: _____

Adopted: _____

715 FOOD SERVICE STUDENT ACCOUNT MANAGEMENT

I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures throughout the buildings in the provision of meals to students.

II. GENERAL STATEMENT OF POLICY

- A.** Mahtomedi Public Schools #832 recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- B.** It is the policy of District #832 to offer breakfast and provide lunch at school. The food service department strives to produce quality meals in an efficient and fiscally responsible manner.
- C.** Students may purchase meals when funds have been deposited into their family account.
- D.** Families may apply for free/reduced meals anytime during the school year. Applications are mailed to all families in the school district prior to the school year. In addition, applications are available at the district office, all school offices and on the districts website under Food Service.

III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

- A.** The parent/guardian will be notified via email when the student account is at \$10.00 or less.

- B.** Secondary students will be notified in the line each day that their account is less than \$10.00.
- C.** Families may sign up for a low balance e-mail alert through PayPams. An e-mail will be sent each day that the balance is below \$10.00.
- D.** If the student account balance is more than \$10 negative the food service cashier will contact the parent/guardian and an email will be sent to try to collect the unpaid balance. If the cashier's attempts are not successful the school principal, counselor or designee will be contacted and asked to assist.
- E.** When the balance is more than \$50.00 negative, a courtesy meal of milk and cereal will be offered at breakfast and a sandwich and milk will be offered at lunch. The school principal, counselor or designee will also contact the parent/guardian to try to collect the unpaid balance and to inquire about family circumstances.
- F.** Assistance from county social services may be requested by the school principal, counselor or designee when above procedures are unsuccessful.

Source: Independent School District No. 832, Mahtomedi, MN