

FOOD SERVICES MANAGEMENT
UNPAID MEAL POLICY

CO
ADMINISTRATIVE REGULATION

GRACE PERIOD FOR
INSUFFICIENT MEAL
CARD OR ACCOUNT
BALANCE

An elementary student who uses a prepaid meal card or account to purchase his or her school meals will be allowed a grace period of five charges and will receive a full regular menu meal. Upon the sixth charge occurrence, the student will receive an alternate meal when the account balance has been exhausted. The District will allow the meal card or the account to accumulate a negative balance with no fees or interest applied to the account. A secondary student who uses a prepaid meal card or account to purchase his or her school meals will be allowed a grace period of three charges and will receive a full regular menu meal. Upon the fourth charge occurrence, the student will receive an alternate meal when the account balance has been exhausted. The District will allow the meal card or the account to accumulate a negative balance with no fees or interest applied to the account.

The student will not be allowed to charge a la carte items or extra items during the grace period.

When the grace period has ended, the student will be served an alternate meal by food service staff.

NOTIFICATION

The parent or guardian will be notified by the automated calling system on when the account is low (\$.01-4.99). The parent or guardian will also be notified by the automated calling system if a student has a negative balance. The parent or guardian may sign up for email notifications at www.schoolcafe.com to be notified when the student's meal card or account balance is exhausted.

REPAYMENT

The District will establish a schedule for repayment. [See CO(EXHIBIT)]