

POLICY: EFA
Approved: May 19, 1997
Revised: October 1, 2001
Revised: October 24, 2005

LUNCH TICKET POLICY
on NEGATIVE BALANCE IN STUDENT ACCOUNT
FOOD SERVICE MANAGEMENT

It shall be the policy of the School District of Hartford Joint No. 1 to provide hot lunches for students under the following conditions:

1. Students who are not on free and reduced lunch must have their accounts paid in full prior to the start of each school year. Positive amounts under \$5.00 will carry forward to the next year if the student remains a student. Unpaid accounts in excess of \$5.00 will make students ineligible to have a hot lunch account for the next school year.
2. The Board of Education recognizes that there is a high volume of payments that must be entered and processed at the beginning of the school year. In order to allow Food Service staff to enter these payments into the system and also to allow parents who may have small negative balances under \$5.00 remit payment, no child will be denied a lunch during the first five school days of any given school year.
3. A student whose balance goes into arrears \$5.00 or more during the year will be provided a cold lunch for a total of 5 days. A \$2.00 administrative fee per lunch will be charged to the school lunch account to cover the cost of food and extra time it takes to prepare bag lunches. Parents will be reminded by Phonemaster, notes given to students, and personal phone calls. If there is no answer to the Phonemaster contact, there will be a personal call made to the parent/guardian and to their listed contact number if needed. If at the end of 5 days the account is still in arrears, the student will be removed from the hot lunch account and ability to charge will be eliminated.
4. In accordance with USDA regulations, students who have had their family account deactivated may continue to purchase meals or milk by presenting cash for the meal or milk purchase in the lunch line.
5. Nonpayment of fees, without approval of the Principal or designee of the school, may result in the student being ineligible for future non-academic extra-curricular and/or special classroom and school events which includes but is not limited to the sanctioning of participation in non-educational field trips, intramurals, extra-curricular activities, 8th grade recognition activities, dances, lock-ins, etc.
6. If, during the course of a school year, a family is found to be chronically negligent in providing their child(ren) with a lunch, and have not made arrangements with the school, the family's name will be reported to the building Principal, and Social Services will be contacted.

Policy EFA – Lunch Ticket Policy on Negative Balance in Student Account
Page Two

7. In the event an account has an insufficient fund check credited to the account, Food Service will be directed to back the amount out of the account. Two insufficient funds checks per family in a school year will cause the family to be placed on a “cash only” basis for the rest of the school year. An additional \$20.00 administrative fee will be charged for each insufficient fund check processed.
8. Unpaid fees will be carried over annually.
9. At any time a family may apply for free or reduced lunch on forms provided in the registration packet, at registration, at each school, or by calling the Food Service Department. If the family has specific circumstances that create undue hardship, they are encouraged to contact the Principal or designee of their school to set up a payment schedule or request a waiver of fees.