

## District Approved Procedural Due Process for Meal Deficit Collection

– Revised 7/27/2016

### Elementary

- 1) Clerk may ask student with low or negative account balance 'did you bring lunch money today'?
- 2) Skyward will automatically send out low account balance email notices starting at positive \$5.00 (parent may opt out of this email).
- 3) As a daily scheduled task, Skyward will automatically send out negative account balance email notices starting at negative -\$0.01 (parent may not opt out of this email).
- 4) Clerk will send out hard copy low and negative balance notices at least once per week or more often if parent does not have an email address.
- 5) Clerk will communicate with teachers checking that lunch money is not being left in classrooms.
- 6) The clerk will **call parent** when student account balance is in the negative and make parent aware that they have the option of completing a free/reduced meal application. Clerk will document all attempts to contact a parent.
- 7) Clerk will document collection steps completed and give documentation to the site administrator in support of continued collection efforts.
- 8) Site administrator will call or send a letter (or both) to parent with account balance on or before a deficit balance of -\$20.00. At this point (-\$20.00) students will be served an alternative meal until negative balance is paid. Alternate meal will include a Sunbutter or grilled cheese sandwich, fruit or vegetable, and milk at a cost of .40 cents for reduced eligible and .75 cents for paid eligible students.
- 9) Site administrator will address further collection efforts with their respective administrator of schools.
- 10) Any uncollectable deficit lunch account balance will become the responsibility of the school and paid by the principal at the time of student transfers within the district or at the end of each school year for closed student accounts and student accounts who are graduating or moving up to another school (i.e. 6<sup>th</sup> to 7<sup>th</sup>, 9<sup>th</sup> to 10<sup>th</sup> and seniors). Principals may use any collection agency of their choosing.

If an administrator requires assistance to address individual student concerns affecting lunch account balances, including homelessness or a need for a translator, contact Toni Soeffker with Education Support Services at 801-567-8116.

No Student will be denied a lunch. However, a student may be served an alternative meal.

Students will not be asked to call home regarding negative lunch balances, these calls will be made by clerks or by the principal.

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### Secondary

- 1) Cashier will begin notifying student at point of service when account balance is at \$5.00.
- 2) Skyward will automatically send out low account balance email notices starting at positive \$5.00 (parent may opt out of this email).
- 3) As a daily scheduled task, Skyward will automatically send out negative account balance email notices starting at negative  $-\$0.01$  (parent may not opt out of this email).
- 4) Cashiers will document and inform the clerk when students charge a meal.
- 5) The clerk will call parent when student account balance is in the negative. Clerk will document all attempts to contact a parent.
- 6) Clerk will document collection steps completed and give documentation to the site administrator in support of continued collection efforts.
- 7) Site administrator will call or send a letter (or both) to parent with account balance on or before a deficit balance of  $-\$20.00$ . At this point ( $-\$20.00$ ) students will be served an alternative meal until negative balance is paid. Alternate meal will include a yogurt, cheese stick, fruit or vegetable choice, roll and milk at a cost of .40 cents for reduced eligible and .75 cents for paid eligible students.
- 8) Site administrator will address further collection efforts with their respective administrator of schools.
- 9) Any uncollectable deficit lunch account balance will become the responsibility of the school and paid by the principal at the time of student transfers within the district or at the end of each school year for closed student accounts and student accounts who are graduating or moving up to another school (i.e. 6<sup>th</sup> to 7<sup>th</sup>, 9<sup>th</sup> to 10<sup>th</sup> and seniors). Principals may use any collection agency of their choosing.

If an administrator requires assistance to address individual student concerns affecting lunch account balances, including homelessness or a need for a translator, contact Toni Soeffker with Education Support Services at 801-567-8116.

No student lunch will be denied. However, a student may be served an alternative meal.

No ala-carte items will be debited (cashiers will offer students who try to debit ala-carte items a reimbursable lunch).

Students will not be asked to call home regarding negative lunch balances, these calls will be made by clerks or by the principal.