



Negative Food Service Balance and Collections Procedure 2019-20 School Year

Woodland Public Schools has adopted the following procedure for managing negative food service balances for all grade levels:

Meals will not be removed from or denied to students with negative food service account balances. Students with a negative food service balance who purchase breakfast and/or lunch will continue to be charged for their meals. No ala carte * items may be charged when a student's food service account balance is in the negative. No exceptions.

*A la carte is any snack or menu item that does not meet the meal definition will be charged separately

Example 1: milk

Example 2: slice of pizza

A meal defined by the USDA is three food components with ½ cup of fruit and/or vegetables

Example 1: Milk, Pizza and Apple

Example 2: Chicken Caesar salad with a roll, Juice and milk

Communication Process

-\$01 to -\$25

- Daily robo calls home to parent/guardian.
- School office will send automated letter and free/reduced lunch application including Letter to Households addressed to parent/guardian home with student weekly if account is over -\$5.00.

-\$25 to -\$35

- Telephone call will be made by principal, assistant principal or school counselor to the parent/guardian to determine if there are household issues that may prevent the student from having sufficient funds for school meals. Appropriate assistance will be offered.
- Daily robo calls will continue.
- Automated letter, free/reduced application and Letter to Households **mailed** home from school office addressed to the parent/guardian of the student weekly.

Over -\$35

- Negative account balances over -\$35.00 will be escalated to the Business Services office.
- A formal letter requesting payment in full will be sent home from Business Services with a copy of the students Food Service Statement along with a free & reduced lunch application and Letter to Households.
- Weekly letters mailed home from school office addressed to the parent/guardian of the student will continue.
- Daily robo calls will continue.

Negative Food Service Balance Collections Process

A statement will be mailed to the parent/guardian of all students with negative balances equal to or greater than -\$35.00 at the end of the school year requesting immediate payment. If payment arrangements are not made within 30 days, the negative account balance will be sent to collections. Balances under -\$35.00 will roll over to the next school year.

Any K-12 student with a negative food service balance who is no longer enrolled in Woodland Public Schools will have a grace period of 30 days from the end of the school year date to make payment before the account will be sent to collections regardless of the dollar amount.

