

District Approved Procedural Guidelines for Meal Deficit Collection

– Revised 10/5/2022

No Student will be denied a lunch.

“Alternate Meal” options will be discontinued beginning November 1, 2022

A meal will never be taken from a student once it is in their possession.

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

Elementary

1. Clerk will communicate with teachers and office staff to make sure all student lunch money is sent to the Clerk, so it can be applied to student accounts. Clerk may **only** ask students with low or deficit account balance “did you bring lunch money today?”.
2. Skyward will automatically send out deficit account balance email’s starting at negative **-\$50 on Monday, Wednesday and Friday. Parents cannot opt out of the deficit emails.** Clerk will send out a hard copy of deficit balance notices starting at negative **-\$50** at least once per week to parents **without** an email address in Skyward.
3. Skyward will automatically send out Low account balance email’s starting at positive \$5.00 nightly. **Parents can opt out of this email via Family Access using their parent login and password.**
4. **Clerk will call parents weekly** when a student’s account balance is at a negative -\$8.75, informing parents they can make a payment via efunds or at their student’s school. Clerk can also inform parents, they have the option of completing a free/reduced meal application at any time during the school year. Clerk **must** document all attempts to contact a parent and all collection steps completed in order to give copies of the collection documentation to the site administrator in support of continued collection efforts.
5. Site administrator will call or send a letter (or both) to parents of a student(s) with account balances in a deficit of **-\$20.00.**
6. Site administrator will address further collection efforts with their respective administrator of schools. Site administrator may choose to send uncollectable deficit amounts to a collection agency of their choosing.
7. **Transferring students** within the district with an uncollectable deficit lunch account balance, any dollar amount, at the time of transfer are the responsibility of the prior school and must be paid by the principal at the time of the students transfer. **Inactive students, graduating students or students moving up grade levels to another school (i.e. 6th to 7th, 9th to 10th and seniors)** with uncollectable deficit lunch account balances, any dollar amount, are the responsibility of the school and must be paid by the principal at the end of the current school year.

If an administrator requires assistance to address individual student concerns affecting lunch account balances, including homelessness or a need for a translator, contact Malinda Jensen with Equity & Compliance at 801-567-8325.

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A meal will never be taken from a student once it is in their possession.

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 deficit lunch balances, these calls will be made by clerks or by the principal.

Secondary

1. Cashier will begin notifying student at point of service when account balance is at \$5.00.
2. Skyward will automatically send out deficit account balance email's starting at negative **-\$0.50 on Monday, Wednesday and Friday. Parents cannot opt out of the deficit emails.**
3. Skyward will automatically send out Low account balance email's starting at positive \$5.00 nightly. **Parents can opt out of this email via Family Access using their parent login and password.**
4. **Clerk will call parents weekly** when a student's account balance is at a negative **-\$8.75**, informing parents they can make a payment via efunds or at their student's school. Clerk can also inform parents, they have the option of completing a free/reduced meal application at any time during the school year. Clerk **must** document all attempts to contact a parent and all collection steps completed in order to give copies of the collection documentation to the site administrator in support of continued collection efforts.
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