



Negative Balance Policy

Effective July 1, 2017

CENTRAL COMMUNITY USD 301 MEAL CHARGE/NEGATIVE BALANCE POLICY

Students in all school levels: elementary, middle and high school are offered a USDA Value Meal. Students can choose the Value Meal of the Day, purchase only Milk to accompany a cold lunch from home or purchase ala carte items to have with their lunch (ala carte items sold in Middle & Senior High schools only).

This policy explains the procedures to follow when children eligible to receive reduced price lunches or paid lunches do not have money in their account or in hand to cover the cost of their lunch at the time of service.

Students eligible for free lunches will be served the Value Meal of the Day. Students eligible for free lunch will receive a lunch (including a milk). If a student is eligible for free lunches and brings a cold lunch from home and wants to have a milk with his/her cold lunch, the milk must be purchased. They are not eligible to receive only a milk.

ELEMENTARY SCHOOLS

LUNCH: Elementary students without money, for lunches, are allowed to charge \$10.00. Until the charge is paid, the students will be provided an alternate lunch of a cold cheese sandwich, fruit and a milk at a charge of \$1.50. Once the balance reaches \$20.00, the District will no longer provide lunches for your student and you will need to make other arrangements until the balance is paid in full.

MILK: Students may charge up to 5 milks or \$2.00 before they can no longer charge a milk.

MIDDLE SCHOOLS

LUNCH: Middle School students may charge 2 Value Meals. Until the charged amount is paid, the students will be provided an alternate lunch of cold cheese sandwich, fruit and a milk at a charge of \$1.50. No other charges will be allowed. Once the balance reaches \$15.00, the District will no longer provide lunches for your student and you will need to make other arrangements until the balance is paid in full.

HIGH SCHOOL

LUNCH: Charging for the Value Meal of the Day or any Ala Carte items is not permitted. Students must have money in their lunch account or in hand.



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LUNCH ACCOUNTS

Parents/Guardians can access their childrens' lunch accounts in MySchoolBucks.com via their Student ID Number. Parents/Guardians can deposit money into their students' account by:

- Opening a MySchoolBucks.com account. Money can be deposited into an account by using a credit card or allowing a withdrawal from a checking account. Every time you make a deposit into MySchoolBucks.com there will be a charge of \$1.95. When a prepayment of \$40 or more is received the student receives a bonus lunch.
 - a. For families with more than 1 student, each student in the family has a separate lunch account accessed through their Student ID Number. Money must be entered separately into each account. **OR**
 - b. A personal check can be deposited into the student's account. Middle & High Schools can deposit the check at the POS Register. At the Elementary schools, students will give the check to their classroom teacher and the check will be forwarded to the Lunch Room, for account credit and deposit. **OR**
 - c. Cash can be deposited into the student's account at the POS Register in the Middle & High Schools, only.

If families wish to move money from 1 child's account to another child's account, they must call the Food Service Office at 847-464-6043 to make the request or send an email to foodservice@central301.net

NOTIFICATION OF CHARGED MEALS

Each school's Negative Balance report is checked daily. For the students' account in a negative balance, a Negative Balance Letter (notification of Charged Meals/Negative Balance \$\$ amounts) is sent to Parents/Guardians daily via email, to the email address provided when the student was registered. Also, Negative Balance Letters are sent home with Elementary students in their backpacks.

DELINQUENT DEBT

When the payment is overdue, the debt is classified as delinquent as long as the student is still enrolled in a Central 301 School. Efforts to collect amounts owed will continue by emailing a Negative Balance Letters to parents/guardians daily via email. Unpaid charges at the end of the school year will be carried over to the new school year. The delinquent debt will remain on the Food Service records for up to 60 school days. After 60 school days, this debt becomes an uncollectable bad debt. The debt will then be turned over to a collections agency for payment.

Parents/guardians will be reminded of unpaid Food Service charges when students are withdrawn from the Central 301 Schools or when the students are registered for the new school year.