

BURGETTSTOWN AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: September 21, 2015

REVISED:

808-AR. FOOD SERVICE

In the interest of supporting the terms of the Board Policy for food service, and protecting the District's interest in running a viable food service program, the following regulations and procedures are to be followed.

- (1) Families will have access to an on-line, Internet-based payment system where deposits into a student's lunch account can be made, as well as monitor the purchases the student is making. There may be a service fee attached to the on-line service, which will be paid by the family.
- (2) The Director of Food Service will provide a note to a child to inform his/her family when the account is running low on funds.
- (3) The District will send directly to a child's parent or guardian a financial obligation letter (or phone call) when the lunch account falls below zero.
- (4) The family will be afforded 24 hours from the time the letter (or message) is received to replenish funds in the lunch account. In the time prior to the letter, students may continue to charge meals on the account.
- (5) If a child has a zero balance or lower, he/she is able to charge the account for an alternative meal.
- (6) If a child has a zero balance or lower, and brings cash to school for lunch, the cash will pay for the lunch that day, and the change, if any, will be deposited into the account to cover the negative balance.
- (7) After 24 hours from the time a family receives a financial obligation letter, the child will be provided a lunch consisting of a cheese sandwich (or similar), a vegetable and a fruit juice or milk. The child's account will be charged accordingly. No additional food or snacks can be charged until the account is paid in full. A student may not pay for snacks or more food with cash in this situation. Any cash must be used to clear the debt.
- (8) When an account is below zero, and the child brings cash to school for lunch, the child will receive the alternative lunch as described in item (7) above, and all of the money will

be deposited into the account to cover the lunch and any remaining negative balance. No change will be given.

- (9) Families requiring assistance with the application for free / reduced lunches should contact the Director of Food Service. The Director can also assist the family with finding resources or setting up payment plans to clear outstanding debt.
- (10) The Director of Food Service is responsible for managing the student accounts and the oversight of unpaid accounts. He/She will communicate to the cafeteria staff only the appropriate information necessary to follow these guidelines.
- (11) Transcripts and/or diplomas will be withheld from students with unpaid debt. the District may also employ a debt-collection agency to pursue unpaid debt.
- (12) These guidelines are to be included in the annual Student Handbook as well as published on the District's website.