

Administrative Procedure

September 2004

Adopted
Revised

405 Lunch Payment Policy

I. Purpose

The Board of Education offers the students of the Delano Public Schools the privilege of participating in a Food Service program subsidized by the federal and state governments. Parents are expected to pay their share of the un-reimbursed expenses for each meal served their children.

II. General Statement of Policy

- A. A family's school lunch balance will not be allowed to be in arrears. The following procedures will be implemented if a balance goes in arrears:
 - (a) Zero Dollar Balance: no second lunches or second breakfasts will be served, or additional items at breakfast.
 - (b) Over \$5 in arrears: no lunches will be served unless a written payment plan has been presented the school district by the parents.
- B. Proper notification will be made to families as to their family balance status.
 - (a) Parents and School Building Principals will be notified when students will no longer be able to participate in the School Lunch program
- C. A system is established that will insure that the lunchroom operators do not know the financial status or family situation of any of the students or families.
- D. The Business Office shall make every effort to collect funds owed the school district.
 - (a) Telephone system has been established to contact families when their balance is \$5.00 or less.
 - (b) Balances more than \$50, over one year in arrears, and without an existing payment plan, will be assigned to Small Claims Court for collection in June of each year.

III. Affect On Students

- A. Students will be protected from embarrassment whenever possible.
 - (a) Students will be notified in the lunch line when their balance is low
 - (b) Elementary School Building Principal will be updated on the status of students in their building prior to action being taken

- (c) Age appropriate notification will be used whenever possible for students that cannot participate in the lunch program due to an unpaid lunch accounts.
 - 1. Elementary students will be given a letter and told by teachers/staff not to go through the lunch line and to provide a bag lunch.
 - 2. Middle and High School students will be given a letter notifying then not to go through the lunch line and to provide a bag lunch.

- B. Elementary students will be served alternate foods for a maximum of one week
 - (a) These foods will consist of milk and sandwich

- C. Effort will be made to help parents in financial concern.
 - (a) A Free and Reduced lunch application will be mailed with statements that indicate large unpaid family balances
 - (b) The School Social Worker will be given notice of each student that will no longer be able to participate in the lunch program.