

Procedures for Collecting Negative Balances on Student Meal Accounts

- If a student goes negative, the cashier will verbally instruct the student to have his/her parents/guardians add funds to his/her account; also, no snacks may be charged once an account goes negative
- If a student goes beyond \$10.00 negative, a phone call will be made to the parents/guardians instructing them to add funds to the student's account; they will also be notified that if the student goes beyond \$20.00 negative, the student will only be offered an alternative meal option
- If a student goes beyond \$20.00 negative, a letter will be mailed to the parent/guardian instructing them to fund their student's account and that until payment is received, their student will only be offered an alternative meal option

***No student will ever be denied a meal under any circumstances.**