

Jersey Shore Area School District
Procedure for Food Service Charges and Negative Balances

As of: January 23, 2018

The following procedures implemented in coordination with the guidelines of Policy 808.1

No student who requests a meal will be denied a main breakfast or a main lunch option. The only exception to this would be if the student's parent or guardian has submitted written instruction that the student is not to be served a breakfast or lunch meal.

All communication regarding money owed will be directed to the parent or guardian only. These will include a series of communications to the parents as described below.

All Negative balances between \$0 and \$29.99:

All parents whose children have any negative balance up to \$29.99 will receive a weekly One Call Now message (phone call/text message/email). This will be a general message that their child has a negative balance and that they need to fund their child's account immediately, either by sending funds in to school with the child, or electronically via myschoolbucks.com. These calls will originate from the central office.

Negative balances between \$30 and \$59.99:

Parents whose child's negative balance is between \$30 and \$59.99 will receive a weekly letter from the Food Service Director via Nutrikids Software. This will be an individualized letter with specific information including the child's name, school, and negative balance amount. These letters will be printed and mailed from the central office by one of our food service staff who handle our free and reduced meal applications. These letters will include information on applying online for free and reduced meals and may include an application.

Negative balances between \$60 and \$89.99:

Parents whose child's negative balance is between \$60 and \$89.99 will receive a letter from the Business Manager. This letter will include much of the same information as the above letter. It will also include instructions to contact the business office to develop a payment plan if the parent is unable to pay the full amount at this time. It will also reference further steps that may have to be taken if this debt is ignored.

Negative balances over \$90:

Parents whose child's negative balance is over \$90 will receive a certified letter from the Superintendent. This letter will make a brief reference to all of the previous attempts at collecting the debt. This letter will state the parent has 30 calendar days from the date of the letter to make payment in full or to start making regular payments in accordance with an agreed upon payment schedule. The parent will be told that if no action is taken, the debt will be turned over to an outside collection agency.

In Conclusion:

We would hope to avoid these steps but in fairness to all the other taxpayers of the district who will ultimately end up paying these costs, we realize we must take this action if all of our other attempts have been ignored.

All parents can create an account at www.schoolcafe.com so that they can always see the balances in their child's account and how they are spending their money. This website can also be used to directly fund the student's account.

Free and reduced applications are always available to be completed at any time during the school year, either a paper application or online at www.schoolcafe.com.