

**Burrell School District**  
**Food Service**  
**SCHOOL MEAL ACCOUNT PROCEDURES**  
**Updated 5/1/2018**

**SCHOOL MEAL CHARGES AND ACCOUNTS**

The District permits students to incur reasonable charges for school meals. In an effort to ensure the effective operation of the District's food service program, the District establishes the following procedures to provide a school meal to students and to collect payment for school meals provided.

- Students may incur charges for reimbursable school breakfast and lunch meals only.
- Students who owe funds will be limited to one reimbursable breakfast and one reimbursable lunch per day.
- Ala Carte items including milk shall not be provided to students without sufficient account balance and/or cash on hand.
- Current student account balances are available at all times through Skyward and/or by calling the Food Service Director.
- Parents/Guardians are responsible for payment of student purchases.
- Students who cannot pay for a school meal or owe money for school meals may not be publicly identified or stigmatized.

**COLLECTION OF UNPAID MEAL CHARGES**

- The District shall make reasonable efforts to collect outstanding balances from parents/guardians.
- When payment is owed for at least 5 meals, the District will communicate with parents/guardians regarding the National School Lunch Program (NSLP) application for participation.
- The District shall use the following methods to communicate with parents/guardians regarding outstanding balances and to collect money owed: Skyward notifications, automated phone calls, personal phone calls, emails, notices to parent/guardian, letters mailed to parent/guardian, and/or submission for collection when other methods have been unsuccessful.