



GreenWood Charter School

Policy Number:

Policy Section: 500 Business and Operations

POLICY TITLE: Negative Lunch Account Balance Policy

Revision History

Effective Date	Action Date	Revised
11/27/18	11/27/18	Board Approved

Board Policy Sections:

- School Board 000 series
- Administration 100 series
- Instruction 200 series
- Student Services 300 series
- Staff policies 400 series
- Business and Operations policies 500 series
- Community 600 series



Negative Lunch Account Balance Policy

Purpose

The purpose of this policy is to establish procedures for the collection of negative lunch account balances.

Procedures

In order to provide students at GreenWood with the best possible food service, the following procedures regarding negative account balances was implemented October 30, 2018.

1. GreenWood Charter School encourages parents/guardians to pre-pay for lunch and breakfast.
2. When a food account is negative, a courtesy text is sent daily until the account is no longer negative.
3. Letters are sent home on a weekly basis with notification of negative balances.
4. When a food account balance is more than \$20.00 negative, a phone call is made.
5. Once balance notification has been sent out, parents/guardians will have 5 days to contact GreenWood to arrange payment.
6. When three phone calls are made to attempt payment collection and are unsuccessful, the account will be sent to collections.
7. Parents/guardians are encouraged to submit free/reduced lunch applications yearly at the start of each new school year. Applications can be submitted at any time and are available in the office and on our website.
8. Parents/guardians are strongly encouraged to monitor their student's food account balance.
9. GreenWood is committed to provide a quality meal to those who participate in the school food program. However, the responsibility lies on the parent/guardian to satisfy all financial obligations to the food program in a timely manner.
10. Lunch account balances must be paid in full upon a student transferring to another school. A payment arrangement form can be completed with office staff if needed and will be subject to the terms of the payment arrangement.