

2013 Proposed Policy

Benson Public Schools Food Service Department

Procedures for Over Due Accounts

Parents receive statements one of two ways. If they have an email, they will receive notices 2-3 times per week. If they do not have email, a notice will be mailed out weekly.

1. When accounts reach a negative *balance*, we will call the parents to remind them that their account is overdue.
2. When accounts reach a negative \$10, we will call to inform parents of paid or reduced students that they can no longer charge to their accounts. If free students, they cannot charge anything extra until the account is paid in full.
3. After no response or a payment, *a final notice will be mailed to the parents with the effective date of three school days to make a payment.*
4. If payment is not made, the student/family account is locked and they are not able to make charges.
 - a. Students in grades K-8, can receive a program lunch for up to *three days*.
 - b. Students in grades 9-12, are not offered a program lunch unless special circumstances apply.
5. If payment is still not received, and students do not bring cash for lunch or cold lunch; they will be turned over to administration for not providing meals for their students.

Approved by Benson Public School Board on October 21, 2013.