

**Provo City School District**  
**Policy Series 6000 Finances and Operations**

**6710 P1**

## **Meal Charging**

### **Elementary School Clerks**

1. When a student has five meals left on their account, the Clerk will begin to notify the guardian. Document as needed.
2. A robo-call goes out to parents who have low or negative balances weekly, or more as needed.
3. When the Clerk is unable to contact a parent about the Child's account, the Clerk will send a mailed letter to their home. Document.
4. Parents may view their students' accounts on line.
5. Do not involve students with lunch money issues (stamping hand, sending notes home, etc.).
6. CN Clerk will make every effort to keep charges at a zero balance (contacting parents, mailing letters, etc.).
7. We will set a \$10.00 charge limit (5 meals). At this time the Principal will become involved.
8. Meals will never be taken from a student. If the CN Clerk, the CN Manager, and the Principal are unable to collect on charges by the end of the school year, the Principal will make the decision on how to go from there (send to collection, pay from principal budget, etc.). \*Note: If principal decides to send to collections, the principal or CN Clerk will notify the guardian before this takes place. Document.

### **Secondary School Clerks**

1. When a student has three meals left on account, the Clerk will begin to notify the guardian. Document as needed.
2. A robo-call goes out to parents who have low or negative balance weekly, or as needed.
3. When the Clerk is unable to talk to a parent on the phone about the Child's account, the Clerk will send a letter home. Document.
4. Parents may view their students' accounts on line.
5. Clerk can remind secondary students that their lunch accounts are low or that they owe money.
6. A Clerk can ask a secondary student to bring lunch money in.
7. CN Clerk will make every effort to keep charges at a zero balance (student or parent contact).
8. When a student has reached a \$10.00 charge limit, at this time the Principal will become involved.
9. Meals will never be taken from a student.
10. If the CN Clerk, the CN Manager, and the Principal are unable to collect on charges by the end of the school year, the Principal will make the decision on how to go from there (send to collection, pay from principal budget, etc.). \*Note: If principal decides to send to collections, the principal or CN Clerk will notify the guardian before this takes place. Document.