

## **SERIES 700 – SUPPORT SERVICES**

### **Food Service Management - 760**

#### **Food Service Collection Due to Non Payment (Rule - 762.1)**

The Norwalk-Ontario-Wilton School District operates a school lunch program which is approved by the State Department of Public Instruction. It is the policy of the school district that all meals are paid in advance with a positive balance in each family's school lunch account.

#### **INSUFFICIENT ACCOUNT BALANCES**

Families will be notified of the status of the lunch account when there is a positive balance of \$10.00. At this time an automatic calling system will be used on Tuesdays and Thursdays between 6:00 to 8:00 p.m. to contact parents about the status of the account.

The Building Principal will mail a letter home to parents informing them once the deficit reaches \$25.00

In accordance with USDA regulations, children receiving free meal benefits can not be denied a Type A meal for any reason, including failure to maintain their past family lunch account in a positive status. Ala carte items do not fall under USDA regulations and purchases of these items will be denied using the lunch account.

The District Administrator will obtain the services of a collection agency to secure the collection of unpaid debts more than \$50.00 and more than thirty days past due.

Parents may set up a payment plan with the district on their lunch debt as of November 24, 2015. Once the parent does not follow through on the payment plan, the District Administrator will turn collection of the debt over to a collection agency.

Approved: 10/15/07

Revised: 11/16/2015