



High School Negative Food Service Balance Procedure

Woodland School District has adopted the following procedure for managing negative food service balances for the 9th – 12th grade levels:

No a la carte* items may be charged when a student's food service account balance is in the negative. No exceptions.

*A la carte is any snack or menu item that does not meet the meal definition will be charged separately

Example 1: milk

Example 2: slice of pizza

A meal defined by the USDA is three food components with ½ cup of fruit and/or vegetables

Example 1: Milk, pizza and apple

Example 2: Chicken Caesar salad with a roll, juice and milk

-\$0.01 to -\$4.99 Daily robo calls home to parents/guardians.

-\$5 to -\$9.99

- Daily robo calls will continue.
- Nutrition Service office will send automated letter home with student every other week

Over -\$10.00

- CHARGING OF MEALS IS NO LONGER PERMITTED.
- Nutrition Service office will send automated letter home with student every other week.
- Telephone call will be made by building office staff to the household confirming parent/guardian has received information about negative lunch balance.
- A formal letter will be sent home from Business Services with a copy of the students Food Service Statement along with a Free & Reduced lunch application.
- Daily robo calls will continue.

At the end of the school year any balance \geq -\$15 will be entered as a fine in InTouch.

Any K-12 student with a negative food service balance who is no longer enrolled in Woodland Public Schools will have a grace period of 30 days from the end of the school year date to make payment before the account will be sent to Fairway Collections regardless of the dollar amount.

