



WOODLAND
Public Schools

K-8 Negative Food Service Balance Procedure

Woodland Public Schools has adopted the following procedure for managing negative food service balances for the K-8 grade levels:

No meals will be removed or denied at the K-8 grade levels. Students who receive breakfast and/or lunch will continue to be charged for their meals regardless of their negative balance. No ala 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

-\$.01 to -9.99 Daily robo calls home to parents/guardians.

-\$10 to -\$15

- Daily robo calls home to parent/guardian.
- School office will send automated letter home with student weekly.

-\$15 to -\$25

- Telephone call will be made by building office staff to the household confirming parent/guardian has received information about negative lunch balance.
- Daily robo calls will continue.
- Weekly letter mailed home from school office addressed to the parent/guardian of the student.

Over -\$25

- Negative account balances over -\$25.00 will be escalated to the Business Services office.
- 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.
- Weekly letters mailed home from school office addressed to the parent/guardian of the student.
- Daily robo calls will continue.

Over - \$35

- Urgent notification letters will be sent to the home by certified mail from the Business Services office requesting that the account balance be paid in full or payment arrangements are made.
- Weekly letters mailed home from school office addressed to the parent/guardian of the student.
- Daily robo calls with continue.

K-8 Negative Food Service Balance Collections Process

A statement will be mailed to the parent/guardian of all K-8 students with negative balances equal to or greater than -\$25.00 at the end of the school year requesting immediate payment. If payment arrangements are not made within 30 days, the negative account balance will be sent to Fairway Collections. Balances under -\$25.00 will roll over to the next school year.

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.

