

Murray City School District
Food Service Administrative Guideline
2022-2023

Elementary Schools

- At Point of Service students will be informed as they approach a negative balance and asked to bring money for their account
- At a negative balance
 1. An automated call will go out every Tuesday
 2. Weekly Deficit notes will be placed in teachers boxes to be given to students to take home to parents
 3. Students will be reminded every day to bring money for their account
 4. Payments can be made online on districts web site(one day delay), sending money with student to school, or taking money to District Office
- Once account reaches a negative \$6.00, school secretary will call student to office and kitchen lead will help student call parents to inform them of balance status and request payment or a lunch be brought to school if balance remains at a negative \$6.00 a deficit meal will be provided consisting of the following:
 1. Breakfast – Graham cracker and milk \$.75
 2. Lunch – Peanut butter and jelly sandwich and milk \$1.25
- If and when student's account is approaching a negative \$9.00, Principal will be informed to assist in contacting parents. At a negative \$9.00 all meal service will be suspended until account becomes current
- Meals will never be taken from students
- Every year beginning May 1st a reminder notice addressing deficit accounts will be posted on line at districts web site, schools will also include in newsletter beginning mid- April, school principals and secretaries are sent a reminder notice, and a flyer is sent home with every student. As the school year comes to an end all outstanding money must be collected.

Secondary Schools

- Deficit balances not permitted
- Deficit list will be printed daily
- Deficit notices will be mailed to students that have checked out
- At Point of Service students will be informed as they approach a negative balance and asked to bring money for their account
- At a negative balance
 1. An automated call will go out every Tuesday
 2. Payments can be made on line on districts web site(one day delay), sending money with student to school, or taking money to District Office
 3. School secretary will call student to office and kitchen lead will inform them to call parents to bring lunch or payment

4. Student will be informed not to go through the lunch line
- During lunch service if a student still goes through lunch line after being informed not to and still has a negative balance
 1. They will be asked to take their lunch to the kitchen lead
 2. Kitchen lead will then check the student's lunch account payment history, and allow student to have lunch, they will also notify school administration, for assistance in contacting parents to bring account current.
 3. The kitchen lead will also call parent or guardian to inform them that their student has a negative balance and that their student was given a meal that day, will they please bring account current by making a payment on line or send money with student
 4. Meal will not be taken from student
 5. Parent will also be informed that their student will not be given a meal until account is current

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