

## **Collection of Unpaid Meal Charges**

### **School Lunch Debt**

Students will not be denied a regular reimbursable meal. Students who do not have money with them or in their meal accounts may charge the cost of their meal to their account and debt will accrue. Students may not charge food items beyond what constitutes a regular reimbursable meal.

### **Debt Collection**

At the beginning of the school year, letters listing money owed will be mailed or emailed by the food service provider or Business Office to any parents/guardians whose children have accrued debt during previous years.

Balance reminders will be sent home every two (2) weeks by the food service provider for students who have accrued debt.

If the debt remains unpaid for two (2) months, the food service provider, building principal or designee will contact the parent/guardian to discuss payment options.

If the debt remains unpaid for six (6) months, the Superintendent or designee will send a letter to the parent/guardian advising that the debt be referred to a collection agency or legal action be taken.