



**Auburn  
Community Unit School District #10**

## **District Policy on Unpaid Meal Charges**

### **Negative Balance – Balance Owed**

Student food service accounts are **NOT** allowed to be in excess of \$5.00 owed. Weekly balance notices are sent out to all households regardless of whether they have a negative or positive balance. Households who have a \$0.00 balance are excluded from receiving weekly notices.

Once a student is at or in excess of \$5.00 owed, a balance notice requesting payment of any balance owed will be sent home to the household. With this notice, instructions for how to apply for Free or Reduced-Price meal benefits will be included.

Milk only purchases at the Jr. High and High Schools are considered a la carte purchases. Students with negative balances will have a la carte purchasing privileges restricted.

### **A-la-carte Purchases – Auburn High School**

Students with a negative balance will have a la carte purchasing privileges restricted. Notices of this specific part of the Auburn CUSD #10 Unpaid Meal Policy are posted at each point of sale at the High School.

#### **Auburn High School**

- All students are able to select approved items to create a meal regardless of balance owed. However, students must have money available on their account to make **ANY** a la carte purchases.

### **Repayment Options**

Households will have two options to settle any owed balance:

1. Pay the balance in full, and bring the current account balance to at least a \$0.00 balance.
2. Request a payment plan to settle any balance owed.

3. Apply for Free or Reduced-Price benefits. Applications can be found on the district website under Food Service and returned to the Unit Office.
  - Approval of Free or Reduced-Price meal benefits CANNOT be backdated.
  - Any balance currently owed is still the responsibility of the household regardless of the approved meal benefit level.
  - Balances owed are NOT canceled out at the end of the year and will be carried forward from year to year, school to school.
  - If the application is denied, option 1 or 2 must be chosen to settle any balance owed.

### **Collection of Unpaid Meal Charges**

Auburn School District will use all resources available to collect payment for unpaid meal charges. This includes the use of collection services and/or use of the State Comptroller Act to settle balances owed.