



At Elizabeth Schools Food Service, the most important value to us is to provide healthy, high quality meals to our students. It is important that we feed each child in an equitable manner. To do so, we strive to ensure parents are contacted when their students' lunch accounts contain a negative balance. Saying this, students in each grade are allowed to charge meals, and when doing so, Food Service and school staff contact parents and inform them to the best of their ability. Bad debt from nutrition service departments must be covered by other sources such as the district general fund or donations according to Federal Regulations. Please see below for more details.

HIGH SCHOOL

- Student balances will be limited to negative \$3.50 until the balance is paid in full.
- Students will not be allowed to charge meals if the loan balance is below negative \$3.50.
- An alternative meal is not provided.
- Students that receive reduced price meals will receive a reimbursable lunch at \$0.40 even if their balance exceeds negative \$3.50. Students that receive reduced price meals will receive a reimbursable breakfast at no cost.
- Students must have cash or money in their account to purchase a la carte items.
- Parents will be notified weekly by email for any negative. Students will be notified of their balance verbally at the cash register when their balance falls below \$3.50.

MIDDLE SCHOOL

- Student balances will be limited to negative \$15 until the balance is paid in full.
- Students who do not qualify for free or reduced prices meals will receive an alternative breakfast and/or lunch of a Sunbutter sandwich, fruit, and a carton of milk when the loan balance exceeds negative \$15.
- Students that receive reduced price meals will receive a reimbursable lunch at \$0.40 even if their balance exceeds negative \$15. Students that receive reduced price meals will receive a reimbursable breakfast at no cost.
- Students must have cash or money in their account to purchase a la carte items.
- Parents will be notified by email for any negative balance and a phone call if the student's account balance falls below negative \$5.
- Students will be notified of their balance verbally at the cash register when their balance falls below \$5.

ELEMENTARY SCHOOL

- Student balances will be limited to negative \$25 until the balance is paid in full.
- Students who do not qualify for free or reduced price meals will receive an alternative lunch of a Sunbutter sandwich, fruit, and a carton of milk when the loan balance exceeds negative \$25.
- Students that receive reduced price meals will still receive a reimbursable lunch at \$0.40 even if their balance exceeds negative \$25.
- Students must have cash or money in their account to purchase an extra milk or extra entrée.
- For any student with an account balance greater than negative \$25, Food Service staff will contact parents weekly to explain the negative balance policy and to remind parents they may apply for Free and Reduced meals at <https://elizabeth.payschools.com>
- Parents will be notified by email for any negative balance and a phone call if the student's account balance falls below negative \$5.
- Students will be notified of their balance verbally at the cash register when their balance falls below \$5.