

**Notice of Meal Charges**

The automated call system shall be used weekly for all students with a negative charge balance. The school cafeteria manager or school staff shall send printed notices for negative balances home with students twice monthly. The parent/guardian of a student with a charge balance of \$15.00 shall be contacted with a first notice. If a student’s charge balance reaches \$25.00, a second notice shall be issued. Any charge balance of \$25.00 or more is subject to be presented to the school Board attorney to pursue appropriate action.

First Notice       Second Notice\*

Date: \_\_\_\_\_

Dear \_\_\_\_\_

*(Name of parent/guardian)*

This is to inform you that \_\_\_\_\_ did not have  
*(student’s name)*

sufficient money to cover meals/snacks on \_\_\_\_\_ and, therefore  
*(inclusive dates)*

incurred charges amounting to \_\_\_\_\_ on those dates. Please submit  
*(amount of charges)*

this amount to my office as soon as possible.

If you have any questions regarding this matter, please contact me at the following number:

\_\_\_\_\_  
*(school phone number)*

Sincerely,

\_\_\_\_\_  
*Designee’s Signature*

\* A meal charge balance in excess of \$25.00 will be directed to the district’s Board attorney for collection action.

- xc:  Cafeteria Manager
- Food Service Director
- Other as specified \_\_\_\_\_

Review/Revised:7/9/2015