

The Lisbon Community School District Nutrition Department is a self-operating program. In accordance with state and federal law, the Lisbon Community School District adopts the following policy to ensure school district employees, families, and students have an understanding of the expectations regarding meal charges. This policy will allow students to receive the nutrition needed to focus and learn during the school day, will not identify students with insufficient funds, will not identify students who are free or reduced, and maintain the financial integrity of the school nutrition program.

Each student has a computerized meal account number assigned to them through the School Dining system. Parents/guardians can monitor their students' school meal account through the School Dining system at any time. Parents/guardians must pre-pay into a student's account via online payments made through SchoolPay, bringing cash or a check to the school, or mailing funds directly to the Lisbon School Nutrition Department.

The Nutrition Department monitors student accounts to help to prevent negative balances. If a student or adult has a negative account balance these parameters are to be followed:

- Students will be served a full reimbursable meal (breakfast or lunch)
- Allergies will be taken into consideration
- No, a la carte items may be charged
- Families will receive a daily low balance notification email when the account is low or negative
- Low balance letters will also be mailed quarterly
- A personal email will be sent if there is no response to either the low balance email or letter
- Adults will be notified of their low or negative balance verbally at the cash register as well as through low balance notification emails
- Adults will not be allowed to charge additional meals or a la carte items when their account balance falls below \$50.00.

Students who qualify for free or reduced meals will never be denied a reimbursable breakfast or lunch even if they have a negative balance from previous charges. Schools are encouraged to provide a reimbursable meal to all students even if they have an outstanding balance. If an alternate meal is provided to a negative balance student, that same alternate meal must be provided to all students in the same manner.

As stated above, the Lisbon Nutrition Department will make reasonable efforts to notify families when meal account balances are low or negative. However, families not aware of their low or negative balances will not be relieved of their responsibility to keep meal account balances current; nor will it prevent the school district from being able to take all actions legally available to collect any delinquent balances. Options may include collection agencies, small claims court, or any other legal method permitted by law. Any fees incurred as part of the collection process will be the responsibility of the parent/guardian. All fees and charges for school meals are the responsibility of the student's parent/guardian.

Occasionally, funds from private sources are given to the Nutrition Department to be deposited into specified accounts following the guidelines provided by the donator and in accordance with law. Lisbon Community School District Nutrition funds will not be used to aid in paying any low balance or negative accounts.

The Lisbon Community School District negative balance policy is located on the Lisbon school website under the district tab, school board tab, and then the Board Policy tab.