



AVONWORTH SCHOOL MEAL PAYMENT/CHARGE PROCEDURES

OBJECTIVES

- Allow all students the access to healthy meals to improve their readiness and ability to learn.
- Provide free or reduced priced meals to students that qualify in a manner that prevents overt identification of these benefits.
- Treat all student with dignity at all times. Minimize identification of students with insufficient funds to pay for school meals.
- Maintain the financial integrity of the self-supporting, nonprofit school food service account.

GENERAL INFORMATION

- All enrolled students will automatically have a cafeteria account. This account can be accessed using the student's last name or student ID#

PAYMENT PROCEDURES

- Payments are accepted in the classroom (APC/AES only), in the cafeteria, in the school office or by mail. Checks are the preferred method of payment and will act as your receipt. Please include student name and/or ID# on the check made payable to the *Avonworth Cafeteria Fund*.
- For your convenience, Avonworth offers you the option to fund your child's cafeteria account on-line using the *My School Bucks* payment system. **This service charges a transaction fee for making payments.** Parents can sign up for a free account on *myschoolbucks.com* for several benefits including:
 - View account balances (at no cost)
 - Schedule automatic payments (a transaction fee is charged)
 - Set-up low balance reminders (at no cost)
 - Ability to make payment anytime, anywhere using their mobile app (a transaction fee is charged)

CHARGE PROCEDURES

- Student's with a negative cafeteria account balance:
 - Will not be permitted to purchase single components of the complete meal (entrée or sides only), second meals or "extra" items (snacks, beverages).
- Negative balance e-mails will be sent, once a month, by the Food Service Director for a negative cafeteria account balance greater than -\$10.00.

- A negative balance letter and/or a personal phone call may be made, once monthly, by the school principal or designee for a negative cafeteria account balance greater than -\$25.00.
- Once a negative balance of -\$50.00 is reached, the following course of action may be taken:
 - The Director of Student Services and/or the School Counselor may be contacted to investigate.
 - If the family is in need of services, the school district will facilitate.
 - A payment plan will be offered to families that have the ability to pay, so that the account is paid in full prior to the last day of school.
- Any debt that remains unpaid, after all attempts have been exhausted, will be turned over to the school business as bad debt. The Director of Business and Finance will make a determination if the District wishes to pursue alternative collection measures.

CAFETERIA KINDNESS FUND

- A fund will be available to accept donations from generous Avonworth Community organizations or individuals to support families who cannot pay for the cost of school meals.
- Families may apply for use of these funds to assist with short-term need.
- If you would like to contribute to this fund, please make checks payable to the *Avonworth Cafeteria Fund* and include, “Kindness Fund” in the memo.