



**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.