

Unified School District #402
Augusta, KS Public Schools
Food Service Payment Procedure

Augusta Public School's belief is that no child should go hungry. The following procedure is adopted by all schools in the District and is to be proactive in parent notification. Parents and/or guardians are responsible for maintaining their child's account throughout the entire school year. Where charges are referenced, **charges are for reimbursable meals only. Absolutely no a la carte items are to be charged.** The procedure is as follows:

- Elementary Schools: 4 Charges
- Middle School: 4 Charges
- High School: 4 Charges
- Faculty Members: Faculty Members will not charge and will not be provided free or gratis meals.

“Need Lunch Money” Notification:

When the student's account goes under \$5.00, the child will be verbally reminded they need money in their account. In the elementary schools, a weekly balance statement will be sent home in the child's packet indicating if they have a negative balance. **Every student will be treated with dignity and respect by our food service staff.**

After the **first charge**, a reminder note will be given to the student and a phone call made to the parent/guardian.

After the **second charge**, a note will be sent to the parent or guardian stating the amount of money owed along with an application for Child Nutrition Program Benefits (free and reduced meals). Anyone needing financial assistance, even for a temporary period, may fill out an application for free and reduced meals.

After the **third charge**, a phone call or e-mail will be made to the parent/guardian.

After the **fourth charge**, the parent/guardian will be notified by phone or e-mail that the fourth charge has taken place and if the negative balance is not cleared immediately, **the negative balance will be subject to collection by the District's collection agency.**

Parents will have **five (5)** days following the fourth charge notification to satisfy the balance or return a completed Child Nutrition Program Benefits application. Upon investigation and documentation, your child's Principal may sign a free and reduced meal application to provide free meals to a needy student whose parents are unresponsive.