

Subject: Charge Policy	Originating Department: Food Service	Section:
Date Issued: 10/28/2011	Supersedes: New	Page 1
INITIATED BY: Food Service		Approved by:

I. Policy/Purpose

It is the intent of the District to establish a 4 meal charge policy for all food service account holders. This policy provides a vehicle to ensure that all account holders are treated in a fair and equal manner in relationship to charges and to ensure the District's interests are upheld.

II. Accounts Covered By The Policy

All account holders dining in locations that participate in the National School Lunch program, School Breakfast Program and Snack Program.

III. Responsibility

The Director Of the Food Service Department and all levels of management and administration are responsible for this policy.

Subject: Collection Procedure: Negative Balance	Originating Department: Food Service	Section:
Date Issued: 10/28/2011	Supersedes: New	Page 1
INITIATED BY: Food Service		Approved by:

I. POLICY/PURPOSE:

It is the intent of the District to establish definitive collection procedures for negative balance accounts in the event it may occur. Policy provides a vehicle to ensure that all account holders are treated in a fair and equal manner in relationship to negative account balances and to ensure the District interest are uphold.

II. ACCOUNTS COVERED BY THE POLICY

All account holders dining in locations that participate in the National School Lunch Program, School Breakfast Program and Snack Program.

III. RESPONSIBILITY FOR CHILD NUTRITION DEPARTMENT

The Director of the Food Service Department and all levels of management are responsible for this policy.

IV. RESPONSIBILITY FOR DISTRICT

In the event that not all negative balances are collected, the SFA will be responsible for offsetting the cost of the meal and will make the Child Nutrition Program whole at the end of each school year.

V. PROCEDURES

A. The Director of the Food Service Program and/or designee will run a negative balance report from the Point-of-Sale system and accordingly notify all account holders on the list.

VI. FREQUENCY

A. The report is to be run on a weekly basis.