



FINLEY SCHOOL DISTRICT #53

ALL KIDS ACHIEVING

224606 E Game Farm Rd, Kennewick WA 99337 509-586-3217 FAX 509-586-4408

Meal Charge and Unpaid Balance Procedure Finley Elementary School

It is the responsibility of the parents or guardian to prepay for school meals; provide a breakfast or lunch from home; or complete an annual application establishing eligibility for free or reduced-price meals.

Method of Payment:

The Finley School District will accept pre-payment of school meals in the form of cash or check at the register or in the school office. Meals may also be paid for in advance via online payments. Cash for a daily meal will also be accepted at the register.

Low / Negative Balance:

The following steps may be taken to communicate with families regarding their student's meal account:

"Good Standing" is defined as an account with a positive balance.

1. When an account balance falls below \$10, an automated call/text/email reminder may be sent to the parent or guardian of the student.
2. If an account balance becomes negative, an automated call/text/email notification will be sent to the parent or guardian of the student. Students are allowed to charge up to the value of three (3) lunches. Weekly reminders will be sent until the account is in "good standing".
3. Alternative lunches (up to 5 lunches) will be offered after the negative balance reaches \$ 7.80 (Paid status) or \$1.20 (Reduced-price status). Another notification will be sent home asking the parent to provide a meal from home if their account remains negative and the student has been provided alternative meals for five (5) days. The student's account may be blocked from use until the account is in "good standing".
4. For checks that have been returned to the District due to Non-Sufficient Funds (NSF) the District will contact the parent via mail. The parent will have 10 days from the date of letter to make payment to the school district in the amount of the NSF check plus fees. After the 10 days the District may send the account to a collection agency. After 2 NSF checks a family will have to make payment in another form for the remainder of the school year. A student account with a NSF check will be blocked from use until payment is made in full and is in good standing. Alternative lunches (up to 5 lunches) will be available to students whose accounts are blocked due to NSF checks. After the 5 lunches have been served the student will be notified to bring lunch from home until the account is in good standing.

Students with a negative account balance may not purchase on account any a la carte items until the account is in "good standing"

After May 31st until the end of the current school year students will not be allowed to purchase meals or a la carte items if their account is not in "good standing".

The report card will be held for any student with a negative meal account balance.

Families are encouraged to complete an application for free or reduced-price meal benefits anytime during the school year if they find their personal income situation has changed. Applications are available at each school and online at www.finleypsd.org/form-downloads Child Nutrition. For assistance contact the District office at 509-586-3217.

Please contact the Food Service Director at 509-582-2158 if you have any questions regarding meal charges and unpaid meal balances.

Finley School District is committed to providing equal opportunities for all persons without regard to sex, race, creed, religion, or ethnic background in its educational programs, activities, policies, and employment practices. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer and/or Section 504/ADA Coordinator, 224606 E Game Farm Rd, Kennewick WA 99337.