

**Ferndale Area Local Meal Charge Policy: Unpaid Meal Charges**  
Parent Communication  
Procedures for Accounts with Negative Balances

1. Current lunch account balances for all K4-12 can be checked in PowerSchool.
2. A letter will be mailed home when account balances exceed negative \$15.
3. Student will be provided 1 reimbursable breakfast and 1 reimbursable lunch each day until the balance is paid. NO Ala Carte purchases or extra purchases are permitted while there is a negative balance.
4. The Food Service Director will provide a list of those in arrears of negative \$15 or more on a bi-weekly basis to the Business Manager.
5. A letter will be mailed home when accounts exceed negative \$30 dollars. The mailing also will include a Free/Reduced Application for meals. The Food Service Director will offer the parent/guardian assistance with filling out the Application for free/reduced lunches through the National School Lunch Program.

-- Copy of letter to the Principals.

6. Phone calls will be made to the parents/guardians to pay the negative meal account balance, and offer a Free/Reduced Application. Assistance will again be offered to the parent/guardian with applying for free/reduced lunches through the National School Lunch Program.
7. A final letter will be mailed home when accounts exceed negative \$60. Parents/Guardians are given ten (10) days to pay the account in full or set up a payment plan. Any account not paid up to date or without a payment plan established and making payments will be turned over to the Board designated collection agency. Parent/Guardians will be responsible for all costs and fees associated with the collection of the account.

-- Copy of letter to the Business Manager.

8. Phone calls will be made to the parents/guardians to pay the meal account balance or set up a payment plan within 10 days, offer a free/reduced lunch application, and assistance in filling out the application.
9. A letter will be mailed home indicating the student account has been turned over to the Board designated collection agency.

Note: In very limited situations, where a student is known through other sources to be eligible for free/reduced meals, a school may consider having an administrator complete the application on behalf of the family under 7 CPR 245.6(d).

Updated March 28, 2018 with regard to requirements under Act 55 of 2017, under Section 1337 of the PA Public School Code.