

## Gettysburg Area School District Collection of Unpaid Meal Charges

Notification process of low balance and negative account balances:

1. When an account balance reaches \$5.00 or less, a low balance notification will be sent to parents/guardians, the notification will continue to be sent weekly until the account balance is above \$5.00.
2. A negative balance notification will be sent out to parents/guardians for those accounts with a negative balance (-\$0.01 or more). This notification will be sent to parents/guardians, the notification will continue to be sent weekly until the account balance is above \$0.00.
3. When an account balance reaches (-\$10.00) a confidential letter will be sent home with the student in a sealed unmarked envelope addressed to the parent/guardian.
4. When an account balance reaches (-\$25.00) the Food Service Secretary or Director will make a personal phone call home to notify/follow up with parent/guardian concerning the negative account balance.
5. When an account balance reaches (-\$50.00) a letter will be sent from the business office asking for payment arrangements. If no payment is received or a payment plan is not arranged by END OF SCHOOL YEAR, the account may be turned over to the District's collection agency.

\*Any uncollected meal charges at the end of the school year will be deemed as "Bad Debt." The district reserves the right to consult with a collection agency for any unpaid meal charges.

### Charging Policy

Students without money on their accounts will be permitted to charge one (1) breakfast and one (1) lunch each day. The meal charged must be a reimbursable meal. The student will not be denied a meal for any reason; however, the negative balances will then follow the "Collection of Unpaid Meal Charges" listed above.

No charging will be permitted for adults for any reason.

No a la Carte charging will be permitted for students K- 12<sup>th</sup> grade.

### Free and Reduced Price Meal Program

If financial difficulty exists in the household resulting in a negative balance on a Student Account, completion of a Free and Reduced Price School Meal Application should be immediately considered. Programs such as these are made possible through the National School Breakfast and National School Lunch Programs. Applications are available throughout the school year at each school's office, the cafeteria or on the District's website at [www.gettysburg.k12.pa.us](http://www.gettysburg.k12.pa.us). The application may also be completed online. Please visit the District's website for online completion information. The parent/guardian is responsible to pay the full price for meals until the application is approved. All charges to the student's account are the responsibility of the parent/guardian and must be resolved upon applying and being approved for free or reduced meals. If negative charges accumulated before or during the application process, the parent or guardian is responsible for paying that debt up to the date that the free lunch status is approved. All student and family information are strictly confidential.

A reimbursable breakfast or lunch consists of three or more of the five meal components offered. Per Federal regulations, no free milk is provided to students who pack lunches.

### Payment Plan

If a payment plan is requested by the parent or guardian the food service department will make every effort to accommodate their request. Payment must be made at least once every two weeks and balance must be paid in full by June 30<sup>th</sup> of each year or the bad debt could be turned over to a collection agency at the discretion of the district.

### Online Payment and Monitoring System

Gettysburg Area School District uses an online program called Lunchtime, [www.schoolpaymentmentportal.com](http://www.schoolpaymentmentportal.com). A small convenience fee is collected by the POS provider to add funds to the account. This program allows you to monitor your student's account for free. If you have any questions, please contact Ashley Heefner at 717-334-6254 ext. 1204.