

Charging Policies and Negative Balances- overview

District Charging Policy See Pullman School District Administrative Procedure 6700P I. Charge Policy, J. Unpaid Meal Charges, K. Remaining Food Service Balances

The Pullman School District believes that it is in the best interest of students to be provided nutritious meals for maximizing learning. We realize there are extenuating circumstances in life. However, we must discourage individual negative account balances to ensure financial accountability. The following procedures are in place:

Every Monday and Thursday, families of students who have a negative balance will receive an electronic email to all parents in the district that have an email address registered with the district's Skyward system. Parents may receive a call from the Nutrition Services staff. This informs parents of their student's negative balance.

The Nutrition Services Supervisor will determine if students with negative meal balances qualify for free meals by searching for a match on the Direct Certification database.

The Nutrition Services Supervisor will report students with negative balances equal to or exceeding -\$25 and employee negative balances equal to or exceeding -\$10 to the Pullman School District Fiscal Department for assistance in collecting payment.

Once a meal account negative balance is equal to or exceeding --\$50 an email with the meal statement showing meal transactions will be sent to the student's parents/guardians.

See Pullman School District Administrative Procedure 6700P Unpaid Meal Charges for additional details.

Free/Reduced price meals

Families are encouraged to fill out free or reduced meal applications each school year, with the exception of schools qualifying for the Community Eligibility Program (CEP). Meal applications can be completed securely through the Skyward Family Portal. This is the recommended way to complete meal applications. Print applications are available at every school and the district office. They may be requested at any time and sent via email or district mail to parents. One may also be printed off the district website or picked up at any school.

Pullman School District Meal Charges / Unpaid Meals Procedures for Elementary Schools and Lincoln Middle School:

Communication regarding negative meal balances are directed at parents/guardians, not students. All students requesting school meals regardless of account balance will be provided a meal, the meal will be charged to their account at the rate of the student's current meal status (free, reduced, paid). The meal provided will be the same meal that is offered to all students that day. Parents/guardians requesting that their student not be allowed to purchase a meal or ala carte item at school, must contact Nutrition Services by a phone call or email at 509-332-5179 or email nutrition@psd267.org.

Students will not be allowed to purchase second entrees or ala carte items (milk or juice) if they do not have money for the purchase, either on account or cash. No change will be given back to students when making purchases. Please ensure exact change or plan to put the total amount on your account, which is a debit plan. Every Monday and Thursday, families of students who have a negative balance will receive an electronic email and may receive a call from the Nutrition Services staff.

Pullman School District Meal Charges / Unpaid Meals Procedure for Pullman High School Students:

Students will be reminded if they need money in their accounts. The only statement that will be made to high school students is that it is time to bring money. No mention of negative account balances or amounts will be made, unless the student is attempting to purchase ala carte items or second meals with a negative balance. Parents/guardians requesting that their student not be allowed to purchase a meal or ala carte item at school, must contact Nutrition Services by a phone call or email at 509-332-5179 or email nutrition@psd267.org.

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Every Monday and Thursday, families of students who have a negative balance will receive an electronic email and may receive a call from the kitchen staff.

Any ala carte items purchased will need to be paid for with cash or with money on account. No ala carte items will be sold to students with a negative account balance. If a student brings a lunch from home and wishes to purchase a milk, the cost is \$.50. Water is always available at a filling station or water fountain. Elementary students will not be reminded in any way if they need money or if their accounts are negative. Every Monday and Thursday, families of students who have a negative balance will receive an electronic email and may receive a phone call from the kitchen staff. If at any time throughout the school year you are having difficulty paying for your student's meals, you may fill out a free/reduced meal application or work out payment arrangements with the district. If a parent or guardian thinks a student should be receiving free meals but has a negative meal balance the parent or guardian should contact the Nutrition Services supervisor immediately at 509-332-5179 or nutrition@psd267.org.

District Employees:

District employees may purchase meals at the current adult meals prices. District employees are issued a 4-digit keypad number to use for recording meal purchases. To obtain a keypad number contact Nutrition Services at nutrition@psd267.org or call 509-332-5179. District employees may use their Skyward account for meals, but may charge no more than two meals to their account. When an account reaches this limit, the employee will not be allowed to charge additional meals or ala carte items until the negative account is rectified.

Employees actively participating in meal service are eligible to receive one complimentary meal for each day of assistance. Employees assisting with meal service are to follow the instructions provided by Nutrition Services staff members to ensure food is safely and accurately served.

REFUNDS

All refunds are processed through the Nutrition Services Supervisor with the General Refund Request form. This form provides a name, address, and phone number and Student(s) name when making the request. All requests must be made by parents or guardians. Nutrition Services Supervisor will run a report and expedite it to the District Office and a refund check will then be mailed to the parents. Contact nutrition@psd267.org or 509-332-5179 to request a refund.

When students withdraw or move refunds will be offered after the end of the school year.

Positive balances may be transferred to another child in the family or carried forward to next school year. All negative and positive balances at the end of the school year are carried over to the next school year.

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