

Food Service Protocol for Unpaid Meals

Student/Staff Meal Accounts must not accrue more than \$25.00 in charges.

\$10.00 in charges - An email or note will be sent home via the student. (Stephanie Mendoza)

\$20.00 in charges - A call/text will be made to the parents/ guardian. (Stephanie & Taunia Weber)

Once an account reaches the \$25 limit, meal charging will not be allowed. Students will be offered an alternate meal that meets USDA guidelines for a reimbursable meal. The student will not have a choice of what he/she wants for lunch. The meal will be standard for all students unless there is a special dietary restriction.

If the account remains unpaid for one week after the charge limit, the **Food Service Director** will make contact with the account holders. If the account remains unpaid for two weeks after the charge limit, the **Superintendent** will assist with collections.

Once the Account is below the \$25 charge limit a student/staff member may resume regular meal procedures.

Please contact us if you have any questions or concerns with your student's account. 719-384-8103

Taunia Weber- Ext 108
Hermila Carrillo- Ext 108
Stephanie Mendoza- Ext 118