

Pricing and Payment of Food Services Procedure
Student Meal Charging and Negative Balances

Teachwell Academy
Teachwell Transitions

- A. School Meal Payments and Food Balance accounts
 - a.) Food service accounts will be set up by the SFA and made available to parents/guardians through a portal account via Infinite Campus.
 - b.) Parents/guardians are expected to manage school meal accounts and deposit funds to assure a positive account balance.
 - c.) Meal accounts can be purchased with cash or check brought to the school, or with credit card using the payment tab in the student's portal account.
 - d.) Free and Reduced meal applications will be made available at the school or can be printed off directly from the Teachwell.org website under the Student Solutions tab and via the Parent Links and Forms.
 - e.) Students who qualify for Free or Reduced will have their accounts adjusted appropriately and will receive the benefit the day the application is approved. Any meal charges made before that date will need to be paid in full at regular meal cost.
 - f.) Students who are enrolled during the school year will need to start a new meal service account, as funds from the student's home district do not transfer. Parents/guardians will also need to notify the school if their student has already been approved for Free or Reduced at their home district, and provide a copy of the approval.

- B. Notification of Low Funds and Negative Balances
 - a.) Parents/guardians will receive a copy of the meal charging regulations at the beginning of the school year or upon registration if enrolled during the school year.
 - b.) Low funds are defined as any balance with less than \$10.00 for paid accounts and \$5.00 for reduced accounts.
 - c.) Parents/guardians will be notified daily with low fund account balances through email.
 - d.) Letters may also be sent home with the student as another form of reminder.
 - e.) Negative account balances will also continue to receive a daily email as notification along with written letter sent home with student.
 - f.) Students whose accounts fall below \$20.00 will no longer be able to charge meals at the school until the account is brought back to a positive balance. No alternative meal options will be available for the student from the school.

- C. Carry Over Balances and Debt Collection
 - a.) A student who ends the year with a positive balance will start the next school year with the same balance unless a refund is requested by the parent/guardian.
 - b.) A student who ends the year with a negative balance may have their report card held until payment has been received. Students returning will maintain their negative balance at the beginning of the next school year with the same \$20.00 procedure in place for negative accounts.
 - c.) A student who has left the district will have their balance carried over for 365 days and up to that point a refund may be request by a parent/guardian.