

**2017-2018**  
**Administrative Guidelines for Food Service Charges**

**Lunch –**

Elementary Schools – Allow charges until a negative balance of \$12.50 is reached; then permit charge of alternate meal

Middle Schools – Allow charge of alternate meal

High Schools – Allow charge of alternate meal

**Balance Due Letters –**

Continue weekly mailing of balance due letters to be sent home each Friday at the thresholds below:

- Reduced –\$4.00 or more owed
- Paid –\$10.50 or more owed

**Social Worker/Guidance Counselor Referrals -**

To occur at the following unresolved student charge levels:

Elementary Schools - \$12.50

Middle Schools - \$12.50

High Schools - \$12.50