



FOOD SERVICE DEPARTMENT

September 19, 2018

Dear Parent/Guardian:

As the new Food Service Director, I would like to take this opportunity to welcome all of you to a new school year! Our team is looking forward to serving your children and providing them with healthy, nutritious food offerings. In addition to working on improving our food offerings, I am asking for your assistance to reduce our overall food service debt.

This past year, as a result of a food service State Audit, it was determined that the school district carried an illegal debt due to unpaid meal balances. Given that the school district is a public entity, by law, **we are not able to carry negative account balances**. To address this audit finding, the following procedure will be implemented beginning **October 11th, 2018**:

1. *Parents will be informed by an auto dialer message when account balances are below \$5.00*
2. *Once students have incurred a negative balance they will be allowed to charge **their first meal only***
3. *After recording their first charge, the parent of the student with the negative balance will receive a personal phone call informing them to deposit funds on their account.*
4. *Until such time that a deposit is made on the student account, it is recommended that students bring a sack lunch from home*

Please monitor your student(s) meal account balance and ensure that there are adequate funds to support meal charges. To assist you in monitoring your student's food service account you can look up the status of the account(s) on the school's website through Family Access. The following payment options have been set up for your convenience:

1. *In person payments at the school (cash, credit/debit or check)*
2. *On line (debit or credit) – through Family Access
(using the same login and password to access lunch account information)*

Thanks Again, I look forward to working with you and appreciate your help in rectifying our audit finding.

Respectfully


Jeanna Smith, Food Service Supervisor


Barry P. DePaoli, Superintendent