

Procedures for Unpaid Meal Charges

Hononegah Community High School District #207

We look forward to your student joining us in the Cafeteria for breakfast and lunch each day. Please refer to the procedures below if your student has unpaid meal charges.

NEGATIVE BALANCE PROCEDURES

When students go through the serving line, and their account is low on funds, they will be advised that additional funds are needed. Once accounts are negative all communication regarding the negative balance will only be to the parent or guardian and not to the students. Students **will still** receive a breakfast and/or lunch meal if requested **as required by the Hunger-Free Student's' Bill of Rights**. The meal must be a full reimbursable meal. **If you do not want your student(s) charging meals and going in the negative, you will need to go into your Skyward family access account food and nutrition page to put a Stop on all Purchases.**

If a student has a negative balance in his or her meal account in excess of three lunch meals (\$10.50), a negative balance reminder email will be sent weekly and a letter sent monthly, to the student's parent/guardian. Please make every effort to keep your students account current.

Applications to apply for free/reduced meals can be found on your Family Access page under the Food Service Tab. A printable version can always be found on the Hononegah Community High School Website on the Food & Nutrition Tab

ALA CARTE CHARGING

If there is a negative balance on the account, the negative balance will need to be paid before ala carte items can be purchased.

REFUNDS

Refunds are not given in the Cafeteria. Refunds must be requested by the parent/guardian. If a student moves or graduates a refund will be given if the balance is over \$5.00. This is done through the Bursar in conjunction with the District Office. Balances may also be transferred to a sibling that already attends HCHS.

QUESTIONS

If you have any questions about these procedures please contact the Director of Food Services at 815-624-5024.