

February 9, 2010

Dear Parents and Guardians,

The Food & Nutrition Services department has been accumulating numerous negative balances and inconsistencies due to the fact that we have not had a Negative Lunch Balance Policy in effect for a couple of years. After researching local districts, we are one of the few that did not have a policy in place. Please note that the following policy will be effective **Tuesday, February 16th**.

- When a student's balance is zero, he/she gets two charges.
- A letter will be placed in their teacher's mailbox by the cashier once a week.
- You are responsible for maintaining a positive balance in your child's lunch account.
- After two charges, the student will be offered an alternative choice—what the cook manager decides (bagel w/ cream cheese or cereal plus fruit, vegetable and milk) at a reduced price.

If you feel that you may qualify for Free or Reduced Meals, I encourage you to obtain a pink application at your school office or go to www.lunchapp.com. You can also set up a free lunch account at www.sendmoneytoschool.com to deposit money or view your child's account. You will need their student ID # (from school office) to set up an account.

Please understand that the Food & Nutrition Department has been very lenient and is having a difficult time collecting money. We know and understand that the economy has been hit pretty hard. Please call if you have questions or concerns.

Sincerely,

Tanya L. Nofs

Assistant Director

Food & Nutrition Services