



Palmerton Area School District Superintendent's Office

Procedure for Student Lunch Accounts in a Deficit
Effective: September 2, 2014

All Students

- Day 1 of a negative balance – Child may charge lunch. FSMC will give slip to teacher to send home to parent indicating balance owed on account.
- Day 2 - Child may charge lunch. FSMC notifies principal. Principal or designee contacts family
- Day 3 - Child may charge lunch. FSMC notifies principal. Principal sends letter to parent together with a free/reduced lunch application.
- The child will continue to be fed until the account is made whole. (If the child brings in any money, it will be applied to the account deficit before allowing any ala carte items to be purchased.) A payment plan can be offered by FSMC.
- If the account exceeds 10 days at the daily lunch rate, FSMC shall notify the Business Office/Superintendent for further instruction.
- Unpaid balances will carry forward and must ultimately be satisfied prior to graduation.

The PASD recognizes this procedure could result in a shortfall on Metz Catering's projected revenue and knowingly reduces the anticipated income by any uncollected funds resultant from the implementation of this procedure.