

FRSD FOOD SERVICE “PRACTICES” (2025)

- Student with a neg balance will NOT be denied a regular 1st lunch (currently free).
- No “2nd” lunch/meal or additional entrée will be given for any student with a negative balance, 2nd meals can be purchased by any student through paying cash, or their account.
- Informing students/families that have a negative account balance.
 - ODE recommends that students K-12 are not informed of their negative balances directly. A student that asks about their balance in the lunchroom or at the point-of-service will be directed to the front office staff regarding their meal account.
- Notifying families of negative lunch balances:
 - K-12 We first notify when the balance is negative \$5 or greater
 - K-5 Notices that have a negative balance of \$5 or greater are sent home each Thursday.
 - 6-12th grade negative balances of \$5 or greater are sent home each Wednesday.
 - The notices should be folded over and stapled, and addressed to parents.
- The FRSD food service provider will be the primary “informer” of students/families that continue with a negative balance.
- As needed, the FRSD food service provider will inform the building principal when a student continues to run a negative balance and they believe contact from the school would be beneficial. When this occurs the Principal will:
 - Contact home and ensure parents are aware
 - Inform of District policy
 - Problem solve with the family.
- Students who leave the FRSD or graduate and have a positive account balance, may request a refund check. Students that have moved or graduated and not requested a refund check will have their accounts go into a two year dormancy period (that begins at separation (either graduation or withdrawing). Each June Chartwells will notify the FRSD business office of any accounts that have reached this 2 year period, the process will begin to turn it over as unclaimed property to the state.
- At the end of the school year, the food service provider will zero out the accounts of any FRSD student that has a negative balance under \$10.00. Those accounts will be “paid-off” by one or more of the following methods:
 - By using any \$ donated from local organizations that were designated specifically for this purpose.
 - FRSD General fund dollars.

- For students that have a positive balance, and have either graduated, or moved away mid-year, each June Chartwells will reach out to them regarding their positive balance and share the options which are:
 - Request a refund check
 - Donate to help students with a negative balance.
- Students who have negative account balances of more than \$10.00 will have the balance rolled forward to the next school year. Students that end the school year with a positive balance of any amount, will also have that amount rolled forward.
- Each September, students with a negative balance will be informed by the principal of their negative balance, reminded that a negative balance when they graduate will result in not receiving a paper copy of their diploma, and that while meals are currently free for all students, no 2nd meals will be given, or purchased, without making a payment on the negative balance.