

## **Nutrition Services School Meal Charge Process**

The goal of the Bellevue School District Nutrition Services Department is to provide students with healthy meals each day. Therefore, it is the practice to allow students to debit or “charge” their school meal account for the purchase of a complete breakfast or lunch when their account shows insufficient funds. The district communicates this meal charge procedure to households each year so that school district employees, families and students have a shared understanding of expectations regarding meal charges.

### **Full Pay Students**

Families are expected to provide money for student meal accounts on a regular and consistent basis. Payment can be made either in person at the school or via the web at [www.paypams.com](http://www.paypams.com). Ala carte items cannot be purchased without sufficient funds in a meal account.

### **Reduced Meal Benefit Students**

Reduced meal status students will receive a breakfast (in schools where breakfast is served) for free and a lunch for \$0.40 every day. Ala carte items cannot be purchased without sufficient funds in a meal account.

### **Free Meal Benefit Students**

Free status students will receive a free breakfast (in schools where breakfast is served) and lunch each day. Ala carte items cannot be purchased without sufficient funds in a meal account.

### **Student Meal Account Balances**

The District will make reasonable efforts to notify families when meal account balances are low through use of email, automated calling systems, letters sent home, and/or the student fees and fines system. The District notifies families when a student’s available balance reaches \$5.00.

The District will make reasonable efforts to collect delinquent (overdue) unpaid meal charges and will coordinate communications with families to resolve the charges. Unresolved negative balances for graduating seniors and inactive students will be transferred to the student fees and fines system for collection via <https://touchbase.bsd405.org>

### **Meal Account Balances**

Meal account balances for a student will be carried over to next school year. If a student is graduating or withdrawing, a written or email request for a refund may be submitted. Alternatively, a student can donate their remaining balance to cover other students’ negative balances. Unclaimed funds must be requested within one school year. Unclaimed funds are turned over annually to the Washington State Department of Revenue.

**Date: 6.18**