



Weston Public Schools
Food Service – Debt Management

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Management of Food Service Debt	Revised Date:	May, 2012
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Policy: Record Keeping – auditable records will be maintained that adequately document the source and use of funds.

The purpose of the Debt Management Process is to provide instructions on how to manage debt incurred by faculty, staff and students who use the Food Service program.

Completed By:	Food Service Cafeteria Managers	Reviewed By:	Food Service Director
Approved By:	Food Service Director	Entered By:	N/A
Form Title:	Negative or Low Balance Letter	Estimated Time Frame:	Bi-monthly

Process for Completion:

The Weston School Food Service Program takes pride in serving nutritious meals daily to our students. We are firm believers that hungry students cannot learn. Under no circumstance do we want a child to go without lunch.

We understand that parents are busy and may occasionally forget to pack a lunch or send in money; however the number of students with a negative balance has grown significantly over the past couple of years. As you know, it is the parent/guardian’s responsibility to provide students with lunch or a means to pay for meals.

The school food service program, which strives to be self-funded operates in a financially responsible manner.

Therefore, students who owe more than \$25.00 (and need lunch but don’t have money) will only have the option of a cheese or peanut butter sandwich, milk and fruit. The cost to the student for this substitute meal will be \$1.50, and will be added to the student’s outstanding balance. The meal meets all requirements of the National School Lunch Reimbursable Meal.

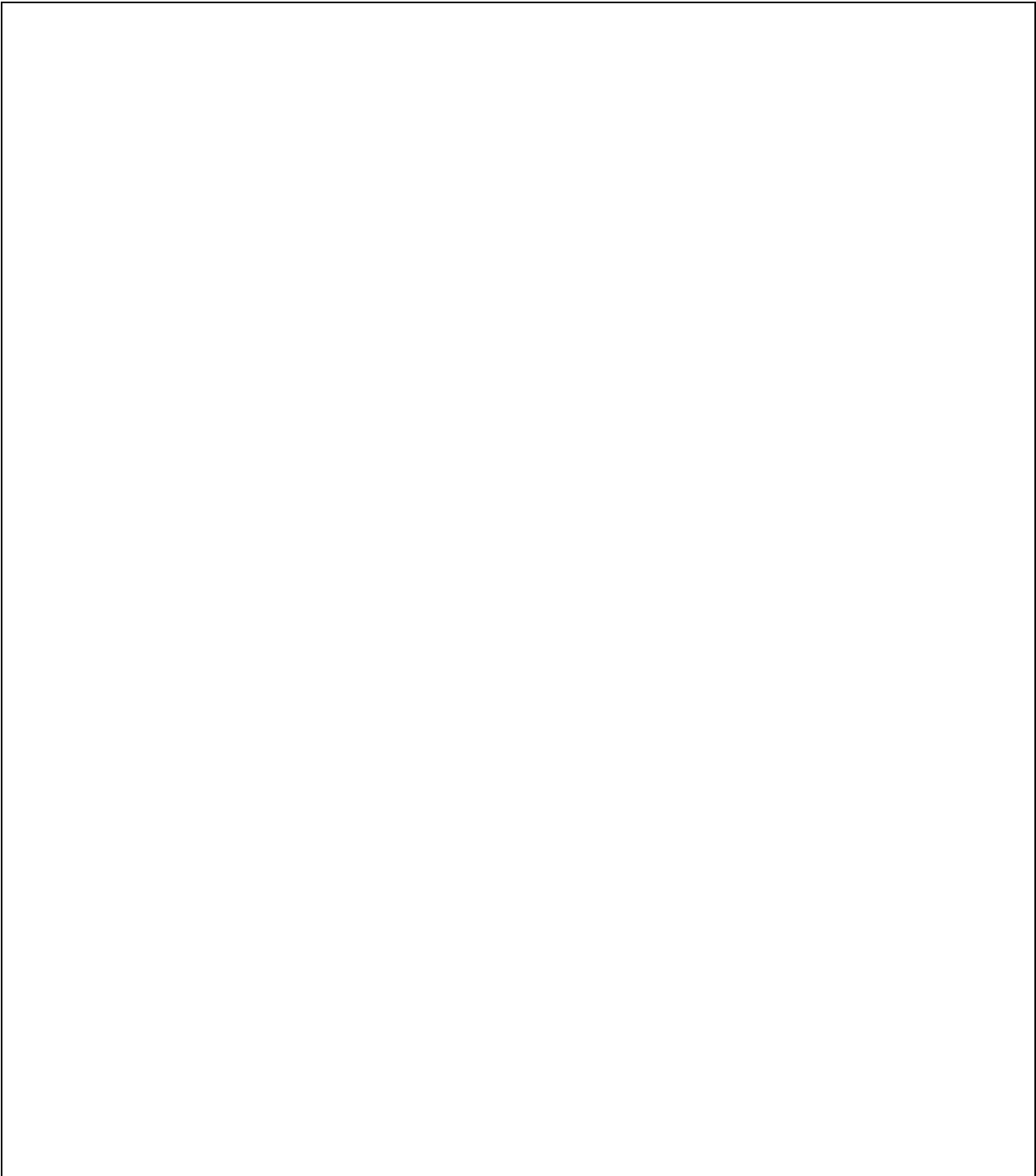
Students who owe money may purchase regular meals but will be denied purchase or any a la carte items. The outstanding debt is still expected to be paid promptly.

Notification of negative balance:

- Food Services will continue to notify Parents of negative balances on a bi-weekly basis via backpack mail and/or U.S. Mail.
- Phone calls to Parents of students with accounts in arrears of \$25.00 or more will be made by the Food Service Director (Tess Sousa), Food Service Bookkeeper (Tricia Haddad), or school’s Kitchen Manager. The assistance of Administrators may be enlisted.
- Inquiries concerning account balances should be directed to foodservices@mail.weston.org or 781-786-5295.

Payment Methods:

- Eligibility to receive free or reduced meals requires review and approval from the Business Office. See Food Service Director, the Business Office or the web site for an application. Applications are accepted on a rolling basis.
- Check or money order made out to “Weston School Lunch Fund.” Please put the child’s name and/or PIN on the memo line.
- Online payment via www.mynutrikids.com – go to www.westonschools.org (Food Services)



For additional information, please contact:

Name:	Tess Sousa	Email:	sousat@weston.org
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Phone:	781-786-5295	Fax:	781-786-5859
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External URL:	www.westonschools.org
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Weston School Committee Policy:	Revenue from Nontax Sources, DF
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