

**Rule: No. 760**  
**Food Service Account Management Procedure**

It is established that the District's Food Service program utilizes a pre-pay system. Monies must be available in the family account before purchases will be allowed. Deposits may be sent to each school building, paid online with the IC parent portal or mailed to the attention of the food service department.

Families may monitor and view their account balance and detailed statement within the IC parent portal or request a statement from the food service department. Students may view their account balance on the point of sale terminal during meal service. When the account balance starts to fall below \$20.00 the family will be notified by the IC system that a payment is required and will continue until a deposit had been received. In addition a paper statement may be sent.

If a family account has a negative balance and no monies or response from the family has been received the students name will be forwarded to the building secretaries. They will talk with the student and help them contact a parent who can choose to make a deposit or bring a meal from home. It is designed so as to avoid denying the student a meal while in the food service line. It DOES NOT apply to a student participating in the Free meal program. Absolutely no ala carte purchases shall be allowed once the account is negative.

A family may request to block ala carte purchases and may do so by contacting the Food Service Administrative Assistant.