

## **Murray City School District Food Service Administrative Guidelines**

1. Parents should check their student's food service balance in ASPIRE regularly. When their student's account is low, they should make a payment on the district website, send money with their student to school, or take money to the District Office.
2. At a negative balance:
  - a. A message will be sent via ParentSquare on Monday and Thursday notifying parents of their student's negative balance and asking them to either put money in their account or send the student with a home lunch.
  - b. Payments can be made online on the district website (one day delay), sending money with the student to school or taking money to the district office.
3. Once a student's food service account reaches a negative \$6.00, the kitchen lead will call the parents to inform them of the balance status and request payment, or that lunch be sent from home.
4. If a student's food service account reaches negative \$25, the District School Nutrition Program Secretary will call the parents to remind them that payment is needed and assist with processing the payment. The secretary will also talk them through the available assistance programs. This procedure will continue weekly until the balance has been paid.
5. Every year, beginning May 1<sup>st</sup>, a reminder notice addressing deficit accounts will be posted online on the district website. Schools will also include information about settling outstanding food service debt in their newsletters.
6. All outstanding money must be collected as the school year ends.
7. Meals will never be taken from the student.

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1400 Independence Avenue, S.W.  
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442: OR
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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