

Any student of SAU #65 may charge on their food service account (this will be a total of breakfast and lunch charges). The web site to deposit money into a student account is <https://www.myschoolbucks.com/>. Fees will apply for each deposit transaction.

The following procedure will be employed for students when balances are negative:

1. Throughout the school year, the manager for Café Services will email notices to all account holders with negative balances.
2. The café services site leads will also notifying the student to bring in money via a note to the parents.
3. If an account is in the negative, the student cannot purchase any of the a la carte items (cookies, chips, etc.). Students can only get the federally defined meal. It will be called an emergency meal and meet all the requirements for a meal. No student will be refused a meal.
4. No Employee will be allowed to charge and incur a negative balance.
5. Every month the manager for Café Services will generate letters for all negative balances and have the schools mail out the letters.
6. Every month the manager for Café Services will get to administration a list of students with a negative balance of \$50 or more. The administration will notify the parent(s) via letter or phone call of the outstanding balance.
7. At Year End, Food Service must invoice SAU for all student accounts with negative balances. The SAU must transfer funds, making Food Service whole.
8. High School procedure. The High School office gets a list from Café Services showing moneys owed, the High School office will call parent(s) and the student down to the office to discuss. Office staff hands paper to students that shows money owed.