

Z. Payment of Hot Lunch Accounts: All lunch accounts in grades K-12 MUST be prepaid. Accounts can be paid by checks (made out to Montpelier Public School) or can be paid online via the SchoolPay link on the district website <http://www.montpelier.k12.nd.us>.

If you believe your child qualifies for free and reduced meals, please fill out the appropriate paperwork to apply.

It is the parent/guardian's responsibility to be aware of their child's hot lunch account balance. The balance can be found by logging into PowerSchool or by calling the school directly at 489-3348. Also, a monthly bill is sent.

If your account falls to zero or below, notification will be sent out that money is owed. Payment for lunch bill is due upon receipt or arrangements must be made with the school. If the lunch bill for a family becomes \$100 or over the school will attempt to notify guardians/parents after which guardian/parents will have one calendar week to pay the bill or make specific arrangements to pay the bill in a timely fashion. Failure to pay or to follow through with arranged plans will result in the account being given to a collection agency. This does not prevent the district from turning over lesser amounts to a collection agency should administration deem it necessary.

All staff is required to prepay on their lunch account. If a staff member falls behind on payments, they will not be able to eat unless arrangements have been made for payroll deduction.

Account Balances and Refunds

Positive account balances will be carried over to the next school year. Parents may request a refund of their student's meal account upon transferring out of the district or graduating. Parents have the option to transfer funds to a sibling's account, request a refund, or place remaining funds into a donation account to help students in need. All requests for refunds should be made prior to June 15 of the recently completed school year.

Inactive accounts with a sibling in attendance will be automatically transferred to the sibling's account. Inactive accounts without a sibling in attendance with more than \$25.00 will be contacted to determine if a refund is desired.

Funds remaining in all other inactive accounts after June 15 will be automatically placed into a donation account to help students in need.

Policy Adopted: 11/14/2012

Policy Amended: 5/10/2017

Policy Amended: 08/12/2020