



OFFICE OF THE SUPERINTENDENT OF SCHOOLS

30 Greenough Rd. • Plaistow, NH 03865

603/382-6119

Fax 603/382-3334

*Serving The*

Timberlane Regional School District  
Hampstead School District

March 28, 2014

Dear Timberlane Parents:

The Timberlane Regional School Board reviewed policy DO: Food Service Meal Account Balances and have made some changes. I am writing to inform you of these changes which you can read under Policy DO and Procedure DO-R.\* **As of April 14<sup>th</sup>, service fees associated with using the Nutrikids online payment system will no longer be paid by the district, but will be paid by the parent/guardian.** This is similar to a transaction fee that banks charge for using an ATM.

School administrators are authorized to monitor students who maintain negative balances. If a student's account balance is in deficit of \$20.00 or more, the school will contact the student's parents/guardians. Repeated or consistent negative balances may result in a parent/guardian meeting with school administration. A "Free and Reduced Price School Meals Family Application" will be offered to the parent / guardian. If a negative balance continues with no payments, the district may involve a collection agency in the process.

The District will make every effort to collect lunch balances that are owed to them. Elementary and Middle school students, who have a negative balance of \$20.00 or more, will be allowed to receive the standard qualified meal, but will not be allowed to purchase a la carte items without cash. **After 2 attempts of trying to recover the debt from parents/guardians, the administration is authorized to shut off meal charging privileges to elementary, middle, and high school students, and the parents/guardians must provide a bagged lunch from home, or provide cash for their child's lunch.** Parents will be notified before this action is taken.

Please be assured that the District will make every effort to work with parents in resolving bad debt situations. Financial hardships do occur, and each situation is reviewed on a case by case basis. During this time, communication with district administration is essential.

Sincerely,

*Roxanne Wilson, Ed.D.*

Dr. Roxanne Wilson

Assistant Superintendent

\*Policies are found at the Timberlane Regional School Board website

<https://public.timberlane.net/sau/trsb/default.aspx>

click on Policies & Procedures under the Documents folder in the left box

click on Section D, Fiscal Management and scroll to the last document: DO Food Service Meal Account Balances

\*Procedures can be found at the Timberlane Regional School Board website

<https://public.timberlane.net/sau/trsb/default.aspx>

click on Policies & Procedures under the Documents folder in the left box

click on Procedures and Policy Addendums Folder, the second from the top folder

click on Section D Fiscal Management Procedures and scroll to the document, DO-R Food Service Meal Account Balances