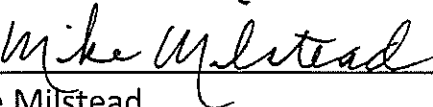


LINCOLN PARISH PROCEDURES FOR COLLECTING MEAL DEBT

1. When a student begins to run low on money (\$3.00 or less), the Cafeteria Clerk will remind the student in secondary grades (7-12) as he/she goes through the cafeteria line. Elementary students' accounts will be monitored by the Cafeteria Clerk.
2. If an elementary or secondary student's balance becomes negative, the School Cafeteria Manager (SCM) will be responsible for contacting the parent as well as sending a printed notice home with the student.
3. Collection of the debt will be the primary responsibility of the Cafeteria Clerk, with the Principal getting involved when a balance is -\$15.00. At NO time will the Clerk or Principal be personally responsible for paying the deficit balance of a student's account.
4. No student will be permitted to get "extras" on the meal line if their account has a negative balance.
5. No student will be served an alternate meal if their account has a negative balance.
6. The School Food Service Department will continue to feed a child who has a negative balance in their account until the Principal gives further guidance.
7. The Principal will be available to assist in getting the negative balance paid for a student at the end of the school year.



Mike Milstead
Superintendent