



# RICHLAND SCHOOL DISTRICT

Nutrition Services Department

Richland School District #400

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## Procedures for Elementary Students without Money

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When students arrive at the cashier's station without money, we have consistent procedures to deal with the situation so our customers know what to expect. We will serve your student a meal until the balance of the account is in arrears. At the time your student's account is negative, we ask that you send money or a lunch with your student until the account is current. Procedures are in place to ensure that parents and students are aware of the status of the meal account. These procedures are explained below.

### FIRST TIME STUDENT BALANCE REACHES ZERO

If a student arrives at the cashier's station with no balance and no money and it is the first time, we allow them to eat the regular lunch and explain that next time it occurs that they will not receive their choice of lunch, but receive the available entree with their lunch instead. There is a reminder system in place at your school (hand stamp, reminder note and/or call home). The student is charged for every lunch they receive.

### STUDENT HAS A ZERO OR NEGATIVE BALANCE AND NO MONEY

When this happens, the student is reminded of the consequences of no money in their account. This day they are served a complete meal, but will only be able to have the available cook's choice with their lunch. The student is again reminded (hand stamp, reminder note and/or call home). STUDENTS ARE CHARGED FOR A LUNCH EACH TIME. When the student incurs a negative balance in their account, the parent/guardian is expected to send a cold lunch until the account is current.

State law does not allow for the gifting of meals. Your cooperation in keeping your child's account up to date is greatly appreciated and helps us to continue the policy of allowing students to eat when the account is in arrears and allows time for the parent/guardian to remedy the situation.

The Richland School District has chosen MealTime Online to provide the opportunity for you to make credit card deposits into your student's meal account. This website allows you to make online deposits, but at this time does not have the capability to show current account balances.

Go to [www.mymealtime.com](http://www.mymealtime.com) and follow the instructions to create a new account, add your student, and make a deposit. Online deposits are processed each night at 3:00 a.m. and will be reflected in your student's account as soon as possible after start of service the next morning. Deposits made after 3:00 a.m. will be processed the following night. MealTime Online charges 4.9% for the convenience of the online transaction.

Should you have any questions about these procedures, contact our office at 967-6114.