

FIRST NOTICE OF DELINQUENCY

_____, 20____

Dear Parent or Guardian,

We are writing to inform you that your student, _____, has an unpaid lunch balance of \$_____. This amount is _____ days past due.

Our School Meal Program makes lunch available for each child. However, there is an expectation that families will contribute to the cost of these meals when they can afford it. This meal program must be financially self-sustaining, without creating school lunch debt for our district. For this reason, we must ensure that individual meal debts are paid in a timely manner.

Unfortunately, if this balance is not paid within 30 days from the date of this letter, we will be required to send your account to a collection service, per Section 3.8 of Policy 3331. Meal payments can be made electronically using the District's automated meal payment system online or at the school with cash or check. As a reminder, you can set up automated meal payment system online reminders within the system after logging in to notify you of your student's account balance. You may also set up the account to automatically replenish when it reaches a specified balance.

If you are unable to pay for school meals, you are encouraged to apply online for free and reduced priced meals. You can find applications on the District's website at <https://www.washk12.org/food-service/free-and-reduced>.

Please call _____ with any questions.

Sincerely,