

HARTFORD CHARGE POLICY

All meals and a la carte purchases should be paid in advance or at the time of purchase. In the event that a student doesn't have money in their account or cash to purchase a qualified meal, they are allowed to charge up to \$10.00. Under no circumstances are adult charges or a la carte charges allowed.

After negative meal purchases have reached up to \$10.00, a sandwich and milk will be provided by the school or a bag lunch should be sent from home until the student's account is completely paid in full.

A negative balance letter will be sent home weekly by email from infinite campus. If needed a phone call or email will be sent from the Superintendent's Office.

The Food Service Director will give the Business Administrator negative balance updates at the end of each week. At the Business Administrator's discretion, legal action may be taken to collect debts.