



## OPERATIONAL SUPPORT

James S. Burns  
Executive Manager  
(520) 696-5148

701 W. Wetmore Road • Tucson, AZ 85705 • (520) 696-5000 • www.amphi.com

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**TO: Parents and Guardians**  
**FROM: James S. Burns, Executive Manager**  
**DATE: December 15, 2017**  
**SUBJECT: Student Food Service Accounts**

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The Amphitheater School District strives to ensure students have access to nutritious meals that comply with all Federal Guidelines and to support their academic success. Federal Regulation requires school districts to develop and send by mail to each student's household information on how the district will manage student food service accounts that enter into a negative balance. In order to continue this process, we are asking for your assistance to ensure that your student(s) food service account remains in good standing and to inform you of the District's practices if student accounts become delinquent.

Effective January 8, 2018, the following guidelines will be used by the District to manage student food service accounts.

1. If the student's account falls below \$3.00, the cashier will inform the student of the low balance. The Food Services central office will then send an e-mail or letter to the household indicating the low balance, and provide information on how to add funds to your student's account. This notification will be sent each week the account is below \$3.00 or if the account has a negative balance.
2. Students may not charge à la carte items if their food service account has a negative balance.
3. Students will not be denied a regular offered meal if they have a negative balance on their cafeteria account of less than -\$20.00.
4. If the student's account is -\$20.00 or more an alternative low cost meal will be provided that meets the federal guidelines for nutritional standards.
5. If a student with a negative balance brings cash intended for that day's meal, Food Service staff will ask the student if any extra change is intended to be applied to their outstanding balance, or if there is a note from a parent or guardian with instructions for the use of excess funds. If no direction is provided, the change will be returned to the student. The School Food

Attendant (SFA) will not apply any extra monies to the negative account without the student's permission.

6. When the student's meal account falls below -\$20.00, the Nutrition and Wellness Secretary will contact the parents/guardians and provide information on how to pay the student's meal charges, as well as the option to fill out an application for the free or reduced meal program. If an application is submitted, the parent/guardian is still responsible for payment of meals until approved. If a meal benefits application is approved for free meal status, then the balance owed for unpaid meals will be forgiven. If the application is approved for reduced meal status, then the balance owed will be adjusted to reflect the reduced meal price. The adjusted balance must then be repaid.

7. High school students with delinquent accounts will have the negative balances transferred to their bookstore account in the first week of May. For graduating seniors, a negative balance may have an impact on their participation in the commencement activities.

If you have any questions, please contact the Food Service Department Office at: (520) 696-5133 or email Juliette Heiser, the School Nutrition & Wellness Secretary at [jheiser@amphi.com](mailto:jheiser@amphi.com).