

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
06/11/15	808.2 of 6/21/11	808.2R1

Title: Inactive Student and Employee Cafeteria Accounts

Purpose: This policy sets forth the guidelines to be used by the School District to resolve balances for inactive student and employee cafeteria accounts.

Policy: The School District's food service provider and the Financial Services Department shall review the cafeteria student and employee account balances on a regular basis, but no less than once per year to determine which accounts are inactive. For the purposes of this policy, an account becomes inactive when a student is no longer enrolled in the School District or an employee is no longer employed by Pennsbury.

When it has been determined that a student or employee account is inactive, the School District will apply the following procedures based on the value of the balance on the account.

For balances greater than or equal to \$3.00 the District will send a letter to the student or employee at the individual's last known address. The letter will indicate that they have a balance available and they can request a refund by completing the request form accompanying the letter. The letter will also indicate that dormant account fees of \$1.00 per month will begin to accrue 30 days after the date of the letter. The balance less applied fees will be available to the individual until the fees have exhausted the balance due.

Balances of less than \$3.00 will be assessed a \$1.00 per month dormant account fee and will remain on the School District's records until the fees have exhausted the balance or the account owner requests a refund. Fees will begin to accrue 30 days after it has been determined that the account is inactive. Fees will not exceed the balance.

Account holders shall be notified annually of this policy for inactive accounts.

**Responsible
Administrator:** Director of Financial Services