

**Tell City-Troy Township School Corporation  
Food & Nutrition Department  
Charge Policy Guidelines**

**Step #1**

Balance reminders are sent home every Monday with the student to parents who have a low balance of \$4.00 or less notifying them to send money in for their child's lunch account.

**Step #2**

Payment Reminders are sent home every Tuesday with students to parents who have a negative lunch account balance. Parents are encouraged to call their schools cafeteria manager for financial assistance opportunities or to set up a payment plan.

**Step #3**

An automated calling system, School Messenger, contacts parents owing more than \$10.00 for school meals. Calls are made Wednesday evening.

**Step #4**

A letter is mailed every Thursday from the school cafeteria to parents owing more than \$20 for school meals. A Free & Reduce Application is attached to letter.

**Step #5**

If a parent or guardian has not made arrangements to pay the charge within 10 days from when the letter was sent, a personal phone call will be made by the cafeteria manager.

**Step #6**

If no payment is received within 10 days after the phone call, a final collection letter is sent from the Superintendent's Office prior to turning over the collection to the school corporation attorney.