

# Somerset School District Business Office

## Family Food Service Accounts | Account Management Processes

Family food service accounts are designed to be draw-down accounts whereby positive balances are sustained throughout the year as the means to pay for student meals that are provided by the district.

Parents/guardians are responsible for maintaining a positive balance in the food service account for it to remain active. Balance information, transaction details, as well as the payment tab for online deposits, are all available through [Infinite Campus Parent Portal](#). Balances can be monitored through the Infinite Campus mobile app; however, payments and more detailed information require full-site login. Two options are available for recurring payments, and there is no fee for online payment transactions through the Parent Portal

Balance notifications are sent out twice per week to families with a balance at or below \$15.00, if there has been recent activity on the account. Families may not receive a reminder prior to an account being inactivated if balances draw down quickly.

Parents/guardians are responsible for setting the Infinite Campus Contact Preferences to allow delivery of *General* communications sent to a phone number and an email address. **All notifications will be generated through Infinite Campus.** Somerset School District encourages district families to keep Contact Preferences current for all areas of communication from the District.

Accounts showing a balance of **-\$10.00** or less will be reviewed daily and **inactivated without additional notice**. Until payment is received, students with inactive accounts that do not have a lunch from home may receive a bag lunch consisting of a sandwich, a piece of fruit, and a carton of milk - \$1.00 will be charged to the family food service account for the bag lunch. Students may be asked to call parents to bring them lunch if bag lunches have been received for more than two weeks.

Parents are responsible for providing a mid-day meal for their child, whether through payment for meals served by the district, or a healthy lunch from home.

Somerset School District reserves the right to pursue collection of unpaid balances through the use of a third party collection agency and/or small claims court.