

Procedures for Donations to the Food Service Department

1. Donations will be applied as designated by the donor.
2. If any donation is made in a specific student's name, the District will apply the donation to that student's account.
3. Donations without a specific student designation will first be applied to the outstanding balances for students who are "currently" eligible for free by a percentage formula but have a balance that accrued before their eligibility for free lunch was established. The percentage shall be the amount of the donation as a percentage of the total outstanding balance for all students currently eligible for free lunches. The District shall apply the percentage to the outstanding balance of each eligible student. The Food Service Director shall prepare a list with the total balance by individual, with no names attached. The Business Administrator shall apply the percentage to the Food Service Director's list as illustrated on the attached example.
4. If the outstanding balances for all students currently eligible for free lunches have been paid and if donations are still available, the donations shall be distributed as follows:
 - a. Donations shall be applied to the outstanding balances for students who are currently eligible for reduced lunch. The percentage shall be the amount of the donation as a percentage of the total outstanding balance for all students currently eligible for reduced lunches. The District shall apply the percentage to the outstanding balance of each eligible student. The Food Service Director shall prepare a list with the total balance by individual, with no names attached. The Business Administrator shall apply the percentage to the Food Service Director's list as illustrated on the attached example.
 - b. If the outstanding balances of all students who are currently eligible for free or reduced lunches have been paid and if donations are still available, the Food Service Director and Business Administrator will work with the Principals to determine which families are experiencing financial difficulties in the School District at the time of donation and apply the funds to the accounts of those families. The Principals will work with their "key" employees (Guidance, Nurse, etc.) to recommend families that may have a great need at that point in time.
 - i. Once the recommendations are made from the Principals and given to the Food Service Director, the Food Service Director will review the outstanding balances to determine if those names appear on the outstanding list.
 - ii. Once it is determined if those families are on the outstanding list or not, the same formula described above will be used to apply the payments to these families with an outstanding balance.

5. If there are no students with account balances that are eligible for donations under numbers 1-4 of this procedure, the following process will apply:
 - a. For all students that have an outstanding balance of \$200 or more, and the school has made at least two attempts to clear up this balance, then they will meet the threshold for the District to apply a donation using the attached formula.
 - b. It may also need to be taken into consideration that a family's financial situation can change from one day to the next. It may also need to be taken into consideration that a family's financial situation can change from one day to the next.

Food Service Allocation Procedure for Donations Received

	Student	O/S Balances	Amount to Be Paid Based
			Percentage Below
	A	\$ 5.00	\$ 2.50
	B	\$ 10.00	\$ 5.00
	C	\$ 15.00	\$ 7.50
	D	\$ 20.00	\$ 10.00
	E	\$ 25.00	\$ 12.50
	F	\$ 25.00	\$ 12.50
Total Outstanding		\$100.00	
Amount Donated		\$50.00	
Equals 50% of O/S Balances		50.00%	

- 1) List out outstanding balances
- 2) Determine the percentage based on the amount donated compared to the total amount past due
- 3) Use that percentage to pay off outstanding balances