

## BPS Food Services - Negative balance procedures

Each student has their own meal account. These accounts are set up automatically through PowerSchool data transfer to Meal Magic. Parents have the option to allow or restrict usage of this account by directly logging onto <http://www.sendmoneytoschool.com> where an account can be accessed and changes made.

Active meal accounts should be prepaid. They are not to be used as a charge account. If your student's BPS breakfast/lunch account currently has a negative balance we please ask that you pay this balance as soon as possible by either form of payment:

1. Online at <http://www.sendmoneytoschool.com>
2. To your school with cash or a check payable to Birmingham Public Schools.

In addition to balance reminder emails throughout the school year, negative balance accounts will be notified by email one final time at the end of the school year and then remanded to the district for possible assignment to collections and/or court action. This can and will affect your credit report.

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### **Procedures for students with deficit / negative lunch account balances:**

**Elementary** Students who use their account to pay for lunch will be allowed to charge (negative balance) up to \$6.00 (two lunches) on their lunch account.

**Middle and High School** Students who use their Meal Magic account to pay for lunch will be allowed to charge (negative balance) one (1) lunch on their lunch account *with* Principal pre-approval.

- Parents will be notified by email that their student lunch account has a negative balance and the balance needs to be paid in full – PLEASE make sure that the email at [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com) is the email address where you can be contacted.
- After a student's account has reached the maximum charge limit the student will be offered an alternate meal of a cheese sandwich/roll-up, fruit and vegetables, and choice of milk. The account will be charged for a lunch each time an alternative lunch is given.
- Students who have negative balance accounts will not be permitted to charge ala carte snack and beverage items.

If you have any questions regarding your student's lunch account or would like to control what they are purchasing, please contact the Food Service office at 248-203-3966 or via email information available on the BPS Food Service website.