



Uinta County School District No. Four

P.O. Box 130, Mountain View, WY 82939
(307) 782-3377 ext 4201 • (307) 782-6341 ext 4201

Jeffrey M. Newton
Superintendent

Kimberly D. Dolezal, EdD
Assistant Superintendent

RE: District Negative Balance Procedure

Dear Parent/Guardian,

Uinta County School District No. Four is committed to ensuring that all students have healthy, quality meals to support daily learning and social interactions, while remaining fiscally responsible as a district. To help achieve both demands, we have established a **district-wide negative balance procedure**. This procedure is intended to notify parents/guardians when students need money for lunch accounts, ensure parents are aware of the free and reduced price meal programs, and to collect on outstanding debts to the Food Service Program. Our procedure follows a multi-step process to allow students every opportunity to continue enjoying the school lunch program.

These steps will be followed to help notify the parents/guardians, to prevent the student from going without lunch:

When a student’s lunch account has a negative balance:

K-8 Students:

- a. Students will be notified while in the lunch line. They will also receive a washable stamp on their hand stating “**NEED LUNCH MONEY**”
- b. Lunch balance reminders will be sent home twice a week with the students.

9-12 Students:

- a. Students will be notified while in the lunch line.
- b. Office manager will talk to student personally and give them a lunch balance reminder.

Once a student has three (3) negative charges on their account, they will NOT receive a school lunch. They will be sent to the office to call a parent/guardian.

NOTE: Parents can sign up to receive notifications of low lunch balances from PowerSchool via email at: <https://ps.uinta4.com/public/>

Reminder: Students who receive free and reduced price lunch, are charged full price for extra milk and a la carte items, which can cause their balance to go negative. Free and reduced price lunch applications are located at your student’s school and at the district office. Should you have any questions about the free and reduced price lunch program, please contact Sherri Stucki at (307) 782-3377, Ext. 4201.

We are committed to ensuring that all students are able to participate in our school lunch program. If your student currently has a negative balance, please contact your school’s office manager as soon as possible. If you have special circumstances, please contact your student’s principal to make arrangements.

Sincerely,

Kimberly Dolezal
Assistant Superintendent

Excellence In Teaching... Opportunity Through Learning

The State of Wyoming will provide Hathaway Merit and Needs Based Scholarship to all eligible Wyoming Students attending the University of Wyoming or Wyoming Community Colleges