

Interoffice Communication

DATE: April 28, 2025

TO: Administrators of Schools
Elementary and Secondary Principals

FROM: Scott Thomas, Administrator of Auxiliary Services
Katie Bastian, Director of Nutrition Services

SUBJECT: Student Meal Deficit School Responsibilities

District approved procedural guidelines for meal deficit collection can be found on the Nutrition Services website under the online payments tab.

<https://auxiliaryservices.jordandistrict.org/wp-content/uploads/sites/25/10-2022-District-approved-deficit-guidelines-El-Sec..pdf>

Per approved guidelines:

-Inactive students, students transferring within the district and graduating students or students moving up grade levels to another school (i.e., 6th to 7th, 9th to 10th and seniors) with uncollectable meal deficits, of any dollar amount, are the responsibility of the school and must be paid by the principal at the end of the current school year.

-All staff meal deficits must be paid by the end of the year.