

### **Year End Meal Account Balances**

The Dubuque Community School District will not issue checks for less than \$5.00. The District will transfer positive balances in graduating senior students' meal accounts to remaining siblings in the District. If there are no siblings, a letter or email will be sent to parents and/or guardians verifying their address, notifying them of the meal account balance, and giving them the option to 1) pick up the cash refund (less than \$5.00) at the Food and Nutrition Office or 2) donate the minimal balance to a needy student. If a response (verbal or written) is not received within thirty (30) days, the District will accept the non-response as the parent's/guardian's intent to donate the remaining meal account balance in lieu of a refund.

For returning students, the balances remaining at the end of the school year will carry over to the next school year. If a student leaves the District, a refund will be issued based on the options above.

Adopted: July 21, 2008  
Revised: June 10, 2013  
Revised: August 10, 2015