

## OUTSTANDING BALANCE LETTER

Date

Parent name  
Address  
City, State, Zip code

Dear Name,

The goal of Jamestown Public School District is to provide healthy meals to students during the school day. In order to serve healthy, high-quality meals to all students, we must make sure that the program remains financially sound. You play a key role in this effort. As a parent, you are responsible for purchases made by Student's name in our school cafeteria.

As of Date, Student's name has a negative balance of \$ X.XX. We ask that you pay this amount as soon as possible.

To review Jamestown Public School District's Meal Charging policy, and the penalties for failing to pay back Student's name negative balance, please visit District website at [Jamestown.K12.nd.us](http://Jamestown.K12.nd.us), policy ABEC.

Please contact Cindy Wall, Food Service Director if you have questions. If you think Student's name may qualify for free or reduced priced school meals, please see the next page.

Thank you for your payment.

Sincerely,

Name  
Food Service Director

Attachment: Free and Reduced Price School Meals Application