



**DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS  
FORT CAMPBELL SCHOOLS CENTRAL OFFICE  
84 TEXAS AVENUE  
FORT CAMPBELL, KENTUCKY 42223-5127**

MEMORANDUM FOR RECORD

May 1, 2017

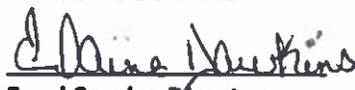
**SUBJECT: Student Meal Account Clearing Procedure**

1. Before clearing anyone, you will need to see their orders and clearing papers. This will make sure that you are clearing the right person.
2. Ask the Soldier if the student is leaving the same day that they are being cleared or if the student is leaving at a later date (You may have to call the front office to make sure the student is leaving the school).
3. If the student is Not leaving the same day, the Soldier must pre-pay for each meal the student will consume while attending the school. (If you clear a Soldier who is Retiring or ETSing and their child is staying in school, there's no way we can collect payment for those meals when he/she is gone).
4. If the Soldier does not pre-pay. Do Not clear them. They can come by the Central Office to make payment arrangements.

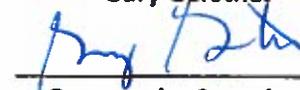
This is the agreement between the Food Service Department and Fort Campbell Garrison.

5. The POC for this Memo is the undersigned at (270)640-1211 ext. 5011 or [Elaine.dawkins@am.dodea.edu](mailto:Elaine.dawkins@am.dodea.edu)

**Elaine Dawkins**

  
Food Service Director

**Gary Gerstner**

  
Community Superintendent  
DODEA Americas Southeast District