

Meal Charge Policy

Purpose

The purpose of this policy is to establish consistent procedures for students with insufficient funds for school meals and delinquent accounts in the District's School Nutrition Program. Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account. In order to help parents and guardians meet these responsibilities and to ensure that school families are reasonably informed about the food service operation that are available to students, the District has established the following guidelines regarding food service charges and student access to food at school.

1. General Statement on Policy

- a. Students who qualify for free meals shall not be denied a reimbursable meal even if they have accrued a negative balance on their food service account.
- b. Students who have money to pay for a reduced-price or full price meal at the time of service will be provided a meal. If the student intended to use the money for that day's meal, the cashier will not use the money to repay a negative balance or other unpaid meal charge debt.
- c. Students are expected to have funds available in their account at the time meals are served.
- d. If a family account balance reaches negative \$25 students will be provided a lunch time snack in accordance with the procedures below.
- e. Payments may be made to family food service accounts by bringing a check or cash to their child's school office or by making online payments through Skyward Family Access.

2. Procedures

- a. The following procedures shall be put into place in each of the schools for those students who are classified as Reduced or Regular Priced meals AND their current lunch balance is below negative \$25 AND they do not have the cash on hand to pay for their meal that day:
 - i. Grades EC – 1st grade: The students will receive the same reimbursable meal that all students receive. The family food service account will be charged the appropriate price for that meal.

- a. Each Friday, the nutrition services supervisor will provide the building principal a list of student's in his/her building with a negative balance. The principal will then assist in collection efforts.
- b. Collection efforts will be a collaborative effort between the head cook, nutrition services supervisor, principal and/or others the principal utilizes to facilitate the collection process (social worker, guidance counselor, social service staff, etc.) These parties will meet at a minimum of once monthly to review negative account balances. At that time, it will be determined if the debt will roll over and collection efforts will continue or if a supplemental district funding source will be used. If applicable, families will be encouraged to complete a free/reduced meal benefit application form. The use of a principal approved free meals application will be considered.
- c. At the end of the school year, the nutrition services supervisor and the director of business services will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the District's school nutrition program from the general fund prior to the end of the same fiscal year.

Assistance to Households

Households with questions or needing assistance may contact the school office where their student attends or the school nutrition program office by calling 715-284-4357 ext 1209 or by mail to Connie Seiber, Nutrition Services Supervisor, 301 North Fourth Street, Black River Falls, Wisconsin, 54615.

LEGAL REF.: Sections 115.34 Wisconsin Statutes
 120.10(16)
 120.13(6) & (10)

CROSS REF.: 760, Nutrition Services
 761, Free and Reduced Price Meals

APPROVED: July 16, 2018

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