

MENOMINEE INDIAN SCHOOL DISTRICT

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School Meal Account Charges and Collections

Key Responsibilities of Parents and Guardians

Parents and guardians are expected to encourage their child to eat breakfast and lunch offered at school. Parents and guardians are notified annually that breakfast and lunch meals are provided by the school at no charge to all students.

Meal Charges for Students

Students are not charged for meals. Breakfast and lunch are provided at no cost to all students. The District participates in the Community Eligibility Provision Program (CEP) offered by the USDA. Under the CEP program all students are allowed to eat at no charge.

Meal Charges for Non-Student Adults

Adults are not permitted to charge food or beverage items which would result in a negative balance at any time.

Consequences for Negative Balance Food Service Accounts for Non-Student Adults

School officials will address any possible abuse of the privilege of charging food service costs. The District may suspend these privileges if the District determines that there has been an abuse of the privilege.

Negative Account Balances

A negative balance is a debt that is owed by the non-student adult. The District will make an initial and follow-up attempt to collect the debt by providing with notice (e.g., by mail, email, telephone, or similar methods) of the amount owed. Payment is due immediately upon notice. If these attempts are not successful, a school official will attempt to make a person-to-person telephone contact or schedule an in-person meeting. The parties may discuss payment plan options. If a negative balance still has not been paid after the previous steps, at its discretion the District can disallow the adult from charging meals in the future.

Prepayment for Non-Student Adults

Adults are expected to setup a prepaid account for school meals prior to eating a school provided meal. The school secretary can collect the payment and inform the adult of the per meal costs. Guest adults can at the discretion of the Food Service Manager or District Administrator eat at no cost.

Additional Information and Assistance

For assistance with all issues and questions related to the District's food service program contact either of the following: Robert Ferguson, Food Service Manager 715-799-3824 ext. 6008, Lisa Hohn 715-799-3824 for adult food account balances, or the school building secretary (for adult meal payments and cost).

USDA Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter © 2017 Wisconsin Association of School Boards, Inc. 2/15/17 all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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Legal References:

Wisconsin Statutes

Section 115.34	[school lunch program, generally]
Section 115.341	[school breakfast program, generally]

Section 115.343	[Wisconsin school day milk program, generally]
Section 115.347	[direct certification of eligibility for school nutrition programs]
Federal Law	
42 U.S.C.§1758(b) (2) (A)	[school district duty to publicly announce the income eligibility guidelines for free and reduced price meals]
42 U.S.C.§17.58(b) (6)	[confidentiality of federal meal program application information and eligibility status; disclosure limitations]
7 C.F.R.§210.12	[district duty to involve families in the school meal programs and to inform families about the availability of federal food programs]
7 C.F.R.§245.5	[district duty to inform school families and the community about the availability of reimbursable school meals (whether free, reduced-price, or paid), the eligibility criteria for free or reduced-price meals, and the process for applying for free or reduced-price meals]
7 C.F.R.§245.6	[application, eligibility, and certification of children for free and reduced price meals and free milk; restrictions on the disclosure and use of information obtained from an application]
2 C.F.R.§200, Subpart E	[standards for allowable costs as set forth in federal cost principles]
2 C.F.R.§200.426	[treatment of bad debt under federal funding requirements]

Adoption Date: June 23, 2017