

MEAL CHARGE POLICY

Meal accounts for the School District are set up on a per student basis. Each student and staff meal account is expected to maintain a positive balance.

Any student with a meal balance that falls below -\$25.00 will no longer be allowed charges to his/her meal account. Students are allowed to charge a reimbursable breakfast and lunch up to -\$25.00, with no limitations on the meal.

The following steps will be taken when meal account balances become low:

- Emails and phone calls will be sent home to alert families of a low or negative balance, informing the family that a payment must be made or the account will be frozen.
- Payment plans may be worked out with the Food Service Department in order to repay delinquent debt.
- Letters will be sent home to parents when student accounts reach a -\$15.00 balance.
- When the student reaches -\$25.00, charges are no longer allowable.
- Families that fail to repay the debt must provide cash at the time of meal service or a meal from home; no further charges may be made to the account.
- Alternate meals will be provided after the student has reached a -\$25.00 balance if a student does not have cash or a lunch from home. The meals will be provided in a sack lunch bag. Students will be informed by the administration that no further charges may be made to the account prior to lunch service on the date they are found to be delinquent. The sack bag will be provided by the school office.
- If a student starts the school year with a -\$25.00 balance, the account will not be activated until the balance is paid, repayment plan is in place, or the student qualifies for free or reduced meals.

Students will be provided free and/or reduced price school meals in accordance with state and federal guidelines upon eligibility. Families may apply for free or reduced meals by filling out a paper application which is available in the school office, sent home on the first day of school, or may be picked up at the district office. Families may also apply online (please check the district website for a link to the online application). For assistance in filling out an application, please contact the Food Service Secretary. Once a student is eligible for free or reduced meals, outstanding balances may be waived **one time only**. Families must submit an application for free or reduced meals each school year. Students who qualify for free or reduced meals will not be denied a meal nor given a sack lunch, as this would violate the National School Lunch Program rules.

Debt collection efforts will be monitored by the Food Service Nutrition Coordinator and the Business Manager. If debt is considered to be uncollectible, funds from the General Fund will be transferred at the end of the school year.

LEGAL REFERENCE: Wisconsin Statutes 115.34, 115.347, 120.10 (16), 120.13 (10)
USDA Code of Federal Regulations (CFR)

ADOPTED: 3/21/84

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