

Unpaid Meal Charges

The Board shall establish a policy to maintain control over meal accounts which are not kept at a positive balance.

Fiscal Management

The Board shall establish food service meal prices annually with the school nutrition director, district administrator, and Federal and State guidelines. The determined price will ensure the food service program is not dependent upon the general fund for direct operational outlays.

School meal fees will be collected in accordance with legal requirements and established school district procedures. Free and reduced meal applications will be available to parents/ guardians throughout the school year and will be offered as a resource to families. School officials will be cautious of denying current meals to students because of past food service fee accounts. According to the USDA, students who are eligible for free meals must be provided a meal even if the student owes money. Other students must also be provided a meal if they have the money in hand to pay for a current day's meal, even if their food service fee account includes a negative balance. USDA regulations do allow students other than those who qualify for free meals to be denied a meal if their account balance is negative and they do not have money in hand necessary to pay for a current day's meal.

The School District of Amery will follow a prepayment system for school meals, milk break, and ala carte. Prepaying for meals prior to them being eaten is required.

Student School Nutrition Unpaid Meal Charges Policy is as follows:

1. Parents/Guardians are responsible for keeping money in their child(ren's) account to pay for meals. Maintaining a positive balance will prevent the district from having to use the next steps.
2. Student accounts will be reviewed daily, and notifications sent out as needed. The Nutrition department will begin notifications once a student's account balance is zero or below.
3. A positive balance must be maintained in each student account. Second entrée options and A' la Carte purchases will not be allowed if the student account does not have a positive balance.
4. When a student's account falls below \$-25.00, additional attempts to contact both parents will be made by the nutrition office via phone or email. The purpose of this parent contact will be to arrange a payment plan for the lunch debt.
 - a. After 5 days pass, and no payment or arrangement for payment is made, the student will no longer be allowed to charge food to their account.
5. If a student repeatedly or continuously has a negative balance, and the parent fails to provide a cold lunch or lunch money, in accordance with state statutes as a mandatory reporter, school district personnel shall intercede on behalf of the student(s) by filing a report with the Department of Human Services.
6. The School District of Amery:
 - a. Shall not require that a student throw away a meal after it has been served because of the student's inability to pay for the meal or because money is owed for earlier meals.

- b. Shall not publicly identify or stigmatize a student who cannot pay for a meal or who owes a meal debt by, for example, requiring that a student wear a wristband or hand stamp.
- c. Shall not require a student who cannot pay for a meal or who owes a meal debt to do chores or other work to pay for meals; provided that chores or work required of all students regardless of a meal debt is permitted.
- d. Shall direct communications about a student's meal debt to a parent or guardian and not the student in grades PK-8. Nothing in this prohibits a school from sending a student home with a letter addressed to a parent or guardian.

Uncollected Balances: Administrators are expected to protect taxpayers of the district by making reasonable effort to collect all delinquent food service charges. If there are any unpaid meal charges at the end of the school year, they will carryover with the student to the new school year. Graduating seniors must have their lunch account paid in full before participating in the graduation ceremonies.

Refunds: Accounts with a positive balance at the end of the school year will carry over to the following school year. If a graduating senior has a positive balance, it will be distributed to a sibling returning to the district the following year. If account balance is less than \$10.00, cash will be given to the graduating senior on the last day of school; if it is more \$10.00 a check will be mailed out at the end of the school year. If a family moves out of district, or becomes eligible for free meals and would like a refund, requests can be made to the School Nutrition Offices (ext. 359 or 255).

Nondiscrimination Statement:

This institution is an equal opportunity provider.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

LEGAL REF: Sections 118.13 Wisconsin Statutes
 120.10(16)
 120.13(6) & (10)
 PI 9.03(1), Wisconsin Administrative Code
 Public Law 111-296
 7 CFR 210, 220, 245
 USDA memo SP46-2016
 USDA memo SP23-2017
 2 C.F.R. §200, Subpart E
 2 C.F.R. §200.426

CROSS REF: 411-Rule, Discrimination Complaint Procedures
 760, Food Service Management
 761, Free and Reduced Price Food Services

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