

SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS

The School Board wishes to maintain the fiscal integrity of the District's food service program and to incentivize appropriate household responsibility for the payment of costs that a student incurs in the use of the program, while also pursuing the critically important goals of providing students with adequate nutrition and minimizing the extent to which any student is stigmatized because he/she has insufficient funds to pay for a meal or because the student's household owes a debt within the food service program.

In accordance with requirements established by federal and state oversight agencies, the administration shall adopt, maintain, implement, and clearly communicate a written administrative rule on the subject of meal charges and the collection of funds within the District's food service program. With respect to meal charges, the rule must particularly identify how children who pay the full-price (paid rate) or reduced price for a federally-reimbursable meal are affected by not having enough money (either in hand or in their student food service account) to cover the cost of a meal at the time of the meal service.

The administrative rule shall be consistent with this policy, including the following parameters:

1. The Superintendent shall ensure that the Director of Business Services, the Student Nutrition Director and school principals are consulted in the process of developing and, as needed, revising the written administrative rule regarding meal charges and collections.
2. The rule may differentiate meal charge and collection procedures by school level or by particular grade spans.
3. When a student's meal account has an unused, positive balance at the end of a school year, the positive balance will be carried over to the following year unless a written request is received from the parent/guardian for reimbursement.
4. All students that attend the School District of Jefferson shall have a meal account.
5. Account deposits may be made by electronic funds transfer or mailed to or dropped off at the district office or at any of the schools in the district. Deposits made by 8:30 a.m. will be reflected in service line balances as soon as possible. Deposits should be sent in an envelope which is labeled with the student's first and last name and the amount of the payment. All checks are to be made payable to the School District of Jefferson.
6. Families are encouraged to keep a minimum balance of \$10.00 and make minimum deposits of \$10.00.

7. Students who are eligible for free meals are eligible to receive one free lunch and breakfast daily. Ala carte items and additional meals do not qualify under free or reduced lunch federal guidelines.
8. Additional meals or ala carte food items may be purchased only if there is money in the student's account.
9. There will be no adjustments to student meal accounts after 60 calendar days from purchase.
10. Parents/guardians are responsible for maintaining sufficient funds in their student's account.
11. Parents/guardians may use the software Powerschool/Parent Access on the school's website www.sdoj.org or myschoolbucks icon on the Food Service tab of their school website to monitor student's food service activity and balances.
12. Parents/guardians who do not have Internet access may contact the Food Service department at 920-675-1035 or 920-675-1114 to request information on their account.
13. Upon request by a student, food service personnel or office staff will provide balance information to the student.
14. Families who have negative balances will receive automated phone messages and/or emails until the balance is positive.
15. When a student's meal account is depleted, or there are low or insufficient funds in the account, the attached policy guidelines (DIBAE-R) apply.

ADOPTED: March 23, 2015

REVISED: March 25, 2019

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. §1758(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]

CROSS REF.: DIBAE-R, School Meal Account Charges and Collections Guidelines
JB, Equal Educational Opportunities

REVIEW DATE: March 25, 2019

USDA Nondiscrimination Statement:

**This institution is an equal opportunity provider.
Esta institución es un proveedor que ofrece igualdad de oportunidades.**

SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS GUIDELINES

Key Responsibilities of Parents and Guardians

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, including making prompt payment of any charges. Parents and guardians should communicate with their child about how meals, snacks, and other food will be provided each day.

Elementary (Grades K-5) Meal Charges

1. Families are notified by an automated phone message if their food service account balance is negative.
2. The food service department will notify the building principal when a student's lunch account reaches a negative five dollars (-\$5.00). This allows appropriate staff such as principal, social worker, or counselor to be aware of the concern and use their best judgment to reach out to the family if necessary.
3. Students will continue to receive a regular lunch until the account reaches a negative ten dollars (\$-10.00).
4. If an account reaches a negative ten dollars (-\$10.00), the student will be provided an alternative meal at no cost to the family for the next five days or until the negative account has been rectified. The alternative meal will consist of a sandwich, fruit, and a drink. The alternative meal will be packaged in such a manner not to bring attention to the student.
5. If an account reaches a negative ten dollars (\$-10.00), the parent/guardian will be referred to the principal and/or the school social worker for further assistance in resolving each situation.
6. If a negative lunch account is not resolved after five days, and if the student does not bring a lunch of their own, the student will continue to be provided with the alternative meal at a cost of 50 cents per meal with fees to be collected at a determined future date.

Secondary School (Grades 6-12) Meal Charges

1. Families are notified by an automated phone message if their food service account balance is negative.
2. Additionally, students will be discreetly told (verbally) by the food service staff when their account has reached a negative number.
3. The food service department will notify the building principal or designee when a student's lunch account reaches a negative five dollars (-\$5.00). This allows appropriate staff such as principal, social worker, or counselor to be aware of the concern and use their best judgment to reach out to the family if necessary.
4. Students will continue to receive a regular lunch until the account reaches a negative ten dollars (\$-10.00).
5. If an account reaches a negative ten dollars (-\$10.00), the student will be provided an alternative meal at no cost to the family for the next five days or until the negative account has been rectified. The alternative meal will consist of a sandwich, fruit, and a drink. The alternative meal will be packaged in such a manner not to bring attention to the student.

6. If an account reaches a negative ten dollars (\$-10.00), the parent/guardian will be referred to the principal and/or the school social worker for further assistance in resolving each situation.
7. If a negative lunch account is not resolved after five days, and if the student does not bring a lunch of their own, the student will continue to be provided the alternative meal at a cost of 50 cents per lunch with fees to be collected at a determined future date.

Donations to Pay Debts in Student Food Service Accounts

When donations are received by the school district earmarked for negative food service accounts held by students, the district may, at the end of each applicable month, apply the donated funds to free and reduced qualifying students' lunch accounts to offset negative balances that may exist.

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3/25/19