

# FOOD SERVICE MANAGEMENT

The District shall maintain food service accounts for each student to cover payments for meals and ala carte items. The District uses an automated food service accounting system to record food service deposits and to monitor food purchase transactions. The system functions as a debit system, similar to a checking account. Parents/guardians are expected to maintain their food service account with a positive balance.

Parents/guardians who believe that the financial condition of their family is such that they cannot afford to pay for the cost of their children's meals are invited to make application for free or reduced meals in accordance with federal regulations.

## **STUDENT MEAL ACCOUNTS**

1. All students that attend the School District of Jefferson shall have a meal account.
2. 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 that day. 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.
3. Families are encouraged to keep a minimum balance of \$10.00 and make minimum deposits of \$10.00.
4. 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.
5. Additional meals or ala carte food items may be purchased only if there is money in the student's account.
6. There will be no adjustments to student meal accounts after 60 calendar days from purchase.

## **MONITORING STUDENT MEAL ACCOUNTS**

- Parents/guardians are responsible for maintaining sufficient funds in their student's account.
- Parents/guardians may use the software Powerschool/Parent Access on the school's website [www.jefferson.k12.wi.us](http://www.jefferson.k12.wi.us) or myschoolbucks icon on the Food Service tab of their school website to monitor student's food service activity and balances.
- 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.
- Upon request by a student, food service personnel will provide balance information to the student.
- Families who have negative balances will receive automated phone messages and/or emails each weekday until the balance is positive.

When a student's meal account is depleted, or there are low or insufficient funds in the account, the following policies apply.

**Elementary (Grades K-5)**

Families are notified by automated phone message and/or emails if a there is a negative account balance. If a student account reaches -\$10.00, the student will receive a meal consisting of a sandwich, fruit and drink for up to two days at no charge. If after two days of alternate meals no arrangements have been made for payments, the parent/guardian will be referred to the school principal and or school social worker for further assistance in resolving each situation.

Students who do not have money in their account, and who pay for their meals, will not be allowed to charge a breakfast until payment is made to account.

**Secondary School (Grades 6-12)**

When there are low or insufficient funds in a student account the student will be given a verbal notice that the account is low or negative. Families are also notified by automated phone message and/or emails. The student will be allowed to charge meals only to -\$10.00. If a student account reaches -\$10.00, the student will receive a meal consisting of a sandwich, fruit and drink for up to two days at no charge.

Students who do not have money in their account, and who pay for their meals, will not be allowed to charge a breakfast until payment is made to account.

ADOPTED: March 23, 2015

REVISED:

LEGAL REF.:

CROSS REF.:

REVIEW DATE: March 23, 2015