



## **School District of Waupaca Meal Charge Policy**

### **I. Federal Requirement**

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school Food Service Professionals, School Administrators, Families, and Students have a shared understanding of expectations in these situations.

### **II. Purpose of Policy**

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the Food Service Department. However, no student will ever be turned away from getting the full reimbursable meal of their choice- even if they owe money. The goals of this policy are:

- To treat all students with dignity and respect.
- To support positive situations with district staff, district business policies, students, and parent/guardian to the maximum extent possible.
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent district policy regarding charges and collection of charges.

### **III. Scope of Responsibility**

- The food service Department, Business Manager, Administrative Assistant; Responsible for notifying the parent/guardian of low and negative balance, maintaining charging records of such, and documentation of referral to the social workers and principals.
- The parent/guardian: Immediate payment.

### **IV. Administration**

1. Families are encouraged at the beginning of each school year and throughout the year to apply for free and reduced-price meal benefits. Any family that falls into a negative balance will receive an automated phone call weekly to encourage them to pay their negative balance. Copies of applications are available at each school office, the foodservice offices, and online. We will also send one via email or regular mail if you request.
2. Families are encouraged to prepay for meals and milk. Parent letters announcing the District's unpaid meal charge policy along with prepayment options and procedures will be sent home to all students at the beginning of each school year and are available for a new student enrolling in the WSD. This policy will also be posted on the foodservice website. Currently, we have an automated online payment option as well as cash or check payment options at each school.
3. Balances on the POS will be turned off except at the High school grade level. High school meal checkers may alert students when meal balance is low.
4. Students with a negative balance will not be allowed to purchase Ala Carte' items. Parents may also limit the amount of funds that a student can use daily for Ala Carte' purchases. parents/guardians will need to contact the food service district office to request this limit or to request that the student not be allowed to purchase ala carte' items.
5. Those with negative balances starting at -\$0.01 will get an automated phone call once per week by the foodservice district office staff via infinite campus.
6. Those with a negative balance of -\$20.00 and higher will receive weekly phone calls from lead meal checkers in charge of accounts at each school site.
7. Letters of negative balances requesting prompt payment will be sent out monthly by the foodservice district office.
8. All accounts reaching -\$100.00 will be sent to the school principal and social worker for further review and guidance.
9. This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school district during the school year. The policy and guidelines will also be provided to all district staff with responsibility for enforcing the policies.
10. At the end of each year, the business manager and food service director shall review all outstanding obligations and approve a write-off of any debt deemed uncollectible.

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