**WALWORTH POLICY: 762**

**ADMINISTRATIVE REGULATIONS**

**SCHOOL MEALS: PRICING, ACCOUNTS, AND COLLECTION**

The District Administrator will oversee the meal charge process and work closely with both the Food Service Clerk and the Business Office to monitor all charges, debts, and free and reduced applicants.

**Meal Accounts**

Meal accounts for the District are set up on a family basis.

**Payment Options**

Payment options for meal purchases include cash, checks, and credit or debit cards. Payment by check is the preferred method if a student is bringing payment to school. Cash may also be brought in by the student. Cash and checks will be placed in a school designated envelope and placed in one of two (2) payment boxes located in the school building. Parents and/or guardians may make payments by coming to the school or using the online school payment system. Parents can use credit or debit cards to make payments.

Employees may pay for meal purchases with cash or check using the designated envelopes and dropping the envelope in one of two (2) payment boxes located in the school building or by credit or debit card processed with the Business Office.

Authorized visitors may pay for meal purchases with cash or check using the designated envelopes and dropping the envelope in one of two (2) payment boxes located in the school building or by credit or debit card processed with the Business Office. Authorized visitors may not charge to an account, all meals will be paid prior to service. Visitors may also pay by cash or check to the Food Clerk or Business Office personnel during time of service.

**Meal Account Balances**

Students and employees are allowed to credit to their account a reimbursable breakfast and lunch up to -$25.00.

Employees or students whose family meal account has a balance greater than -$25.00 will no longer be allowed to add to the unpaid allowance.

Meal accounts will not be re-activated until the balance is paid or partial repayment has begun resulting in a balance less than -$25.00.

Students and employees with meal accounts showing a balance of -$25.00 or more will be served meals if they pay for the meal at the time of service.

**End of Year Balances**

Any positive balances in a family or employee account at the end of the school year will carry over to the next school year. Any negative balances must be paid prior to the start of the following school year before the account can be re-activated.

**Notification of Account Balances**

Emails, phone calls, and paper statements will be sent to alert families or employees of a low or negative balance according to the following schedule:

All paper notices go out on Thursday.

A. First Notices (white paper): Balances of $10.00 or less.

B. Second Notices (yellow paper): Balances of -$25.00 or more.

C. Third Notices (pink paper) and Automatic phone message/Email: Balances of $50.00 or more.

D. The District Office will be alerted when family has a balance of $75.00 or more.

**Debt Collection**

Debt collection efforts will be monitored by the Business Office.

In the event all above debt collection efforts have failed, the District reserves the right to file a small claims case or handing the account over to a collection agency in an effort to recover unpaid meal charges.

**Alternate Meals for Students**

Alternate meals may be offered to full paying students whose meal account has reached a -$25.00 balance.

Students who qualify for free or reduced meals will not be denied a meal but they would be denied meals that are in addition to their qualifying meals when the meal account has reached - $25.00 or more. Reduced meal price would continue to be charged for all meals served to those students who qualify for reduced meals.

Alternative Meals include:

Breakfast- milk and breakfast/granola bar (Price for full pay families (.30)

Lunch - milk and sandwich (peanut butter and/or jelly). (.40)

Alternate meals will be served to the child in a manner that does not single the child out.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. In connection with students, no student shall be unlawfully denied access to or the rights and benefits of the food service program.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, race, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**LEGAL REFERENCE:** Wisconsin Statutes 115.34, 115.347, 120.10 (16), 120.13

(10) USDA Code of Federal Regulations (CFR)

**CROSS REFERENCE:** 760 Food Service Management

761 Free or Reduced Meals

Administrative Regulations 761 Free or Reduced Meals Administrative Regulations 762 School Meal Charge

**POLICY APPROVED:** November 27, 2017