

MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT

Administrative Policy and Procedure Manual

656.1

STUDENT MEAL FEE COLLECTION (Online and Cash Receipts/Payments)

Policy

The District uses an automated meal accounting system to record food service payments and to monitor food transactions. The system functions as a debit system. Parents/guardians are expected to maintain their meal account in a positive status. Students and adults may also choose to pay cash in the meal line.

Parents/guardians who cannot afford to pay for the cost of their children's meals may complete an application for free or reduced meals in accordance with the United States Department of Agriculture Child Nutrition program regulations or may qualify for limited assistance through the Student Meal Donation Fund.

The Superintendent or designee shall be expected to protect the taxpayers of the District by making every effort to collect all food service related charges due the District. The District shall have guidelines in place that identify criteria for debt resolution.

Online Payment and Cash Handling Procedure

A. General Cash Handling Procedure

1. General Cash Handling Guidelines

- a. Cash should be kept in a secure locked location.
- b. All receipts received at school sites will be sent daily to the District Operations Center (DOC), recorded in student accounts and deposited daily.
- c. No check will be cashed from cash receipts for any reason.
- d. All receipts must be recorded to student accounts using the automated accounting system.
- e. Any collections not deposited on the same day are to be locked in a safe and deposited the following day.
- f. All expenditures must be made following District administrative policies and procedures.
- g. Misuse of District funds shall be considered fraud and can result in discipline, up to and including termination of employment.

2. Cash Handling at School Building Sites

- a. Each school shall be issued money at the beginning of the school year to provide a change bank. The DOC School Nutrition Staff shall deposit the change money at the bank on the last school day of the year.
- b. Each school day all receipts, excluding the assigned change bank, will be counted by School Nutrition staff at the end of the last lunch period, recorded on the cash tally form, entered into the online program and sent to the DOC for reconciliation and deposit. School drop boxes will be emptied daily by the School Nutrition Lead Staff and payments will be sent with daily receipts.
- c. All receipts shall be stored within a marked bank bag in a secure locked location. The bank bags shall be kept in the kitchen safe prior to the start of the first meal period.

3. Cash Payment Processing for Accounts

- a. Account Payment Receipts
 - 1) Payments received in the School Nutrition office via the DOC master drop box, school site payment drop boxes, United States mail or inter school mail will be recorded in the meal accounting system and assigned to student accounts upon receipt. Payments made to other

locations outside of the DOC may take up to three business days to be posted to the student account.

- 2) Cash payments made in person by a parent/guardian at the DOC will be accepted and a pre-numbered receipt shall be issued for that payment.
- 3) Currency, coin, checks, credit card payments and credits shall be reconciled to the daily receipt report.

b. Bank Deposits

All meal payment receipts are forwarded to the DOC for deposit daily by the DOC truck in a locked location. Log sheets are filled out daily and then verified at the DOC. The School Nutrition Staff shall process and deposit the receipts at the bank. Any collections not deposited on the same day shall be locked in a safe and deposited the following school day. All money will be deposited on the last business day of the month.

- 1)
 - (a) The bank deposit ticket shall include totals for all currency and coin.
 - (b) Checks are processed as a separate deposit utilizing the banking Remote Deposit transfer system
 - (c) The bank deposit ticket will be included with the deposit.
- 2) The School Nutrition Staff shall forward the following information to the Business and Employee Services Office who will retain the documents for seven (7) years per state records retention requirements:
 - (a) Daily receipt forms and report for DOC meals deposits
 - (b) A copy of the bank deposit tickets
 - (c) Monthly submission of Remote Deposit Receipts and original checks to assist in monthly account reconciliation
 - (d) Bank transaction receipts
- 3) School Nutrition Staff will retain the following records for a period of three (3) years:
 - (a) Copy of the bank deposit tickets
- 4) If a deposited item is returned “non-sufficient funds (NSF),” School Nutrition Staff will refer to district policy 661.3 Nonsufficient Funds Checks.

B. Student Account Procedures

1. Use of Automated Meal Account System by Students

Students shall use their district assigned student ID number as their identification number integrated with their individual student meal account monitored electronically by School Nutrition staff. High school and middle school students will be issued a multi-use picture identification card, which may also be used for purchases in addition to the student ID number. The point of service system will deduct purchases made daily from the meal payment system. The District receives federal and state reimbursement in the form of cash and commodities for the first breakfast and lunch served to each student each school day. Additional meals, extra portions (when offered) and other retail options are available at market prices to secondary students in grades 5-12. Parents/guardians of secondary students must complete an authorization form with approved spending limits to allow students to purchase additional products with their student account. This authorization form generally follows the student throughout their secondary career. Parent/guardians will be informed should the authorization require periodic updating.

2. Collection of Funds

The School Nutrition Coordinator shall be responsible for the accurate and timely collection of funds due the District from food service-related transactions in accordance with this procedure. Building Principals and District Student Services staff may be asked for assistance in collection situations.

3. On-line Credit Card/Checking Account Debit Processing for Meal Accounts

The School Nutrition Program Coordinator shall be responsible for the coordination and oversight of credit card and checking account debit processing for the meal program.

- a. Payments to meal program may be made on-line using credit cards, debit cards or checking accounts. The district is utilizing *My Payments Plus* to process meal program online transactions with the assistance of a secure third party payer.
- b. Credit card payments can be made online by the parent/guardian or in person at the Nutrition Services Office.
- c. School Nutrition Staff are responsible for maintaining and storing cash receipts forms and other related records for a period of seven years from the processing date of the transaction.

4. Insufficient Student/Staff Account Balance

- a. Parent/guardians have the option of creating a low balance email notification thru the online payment program. Accounts with negative balances will be called each school day utilizing the district automated calling system until the account is resolved.
- b. Statements are generated once per week for grades K-12 negative accounts. Building principals and District Student Services staff shall be informed of parent/guardians receiving this mailing and will assist with account collection. Payments are due the following week. Grade 5-12 are not allowed access to an account with a zero balance until funds are present.
- c. If payment is not received by the due date, these student accounts shall not be able to charge retail items until the negative account balance is resolved and prepayment is available to return the account to debit status. The student would be able to pay by cash for a retail item at any time.
- d. Principals, District Student Services staff and building School Nutrition Staff shall be notified of students with delinquent accounts requiring the cessation of service pending payment.
- e. Per U.S. Department of Agriculture Child Nutrition Program regulations, students eligible to receive *free meal benefits* cannot be denied a meal for any reason, including failure to maintain funds in their lunch account.
- f. The School Nutrition Coordinator shall review all outstanding obligations and approve for resolution of any debt, which in their judgment remains uncollectible at the end of each fiscal year. Any debt requiring resolution through write-off will be reviewed in conjunction with the Director of Finance and Operations.

5. Refunds and Other Credits to Meal Accounts

- a. Any funds remaining in a student meal account shall carry over to the next school year.
- b. Refunds shall be issued upon written request.
- c. All refunds or other credits to a meal student account shall be requested by the parent/guardian in writing and will be refunded as the same form of payment. Check and cash payments will be refunded as a physical check through the District accounts payable weekly processing. Checks may take up to 30 days to be processed and mailed to parents/guardians.

6. Student Meal Donation Fund Procedure

- a. The Student Meal Donation Fund was created to assist families in paying outstanding meal bills and to ensure that all students have meals available to them regardless of their financial situation.
- b. Funds shall be voluntarily obtained from district families, organizations and other interested donors.

- c. The School Nutrition Specialist shall post funds received to an account created for this purpose in the payment program.
- d. The funds shall be distributed on an as-needed basis determined by the School Nutrition Specialist, in consultation with the School Nutrition Coordinator.
- e. The School Nutrition Coordinator shall provide a report of funds distributed to the Director of Finance and Operations on an annual basis.
- f. To qualify for assistance from this fund, families must meet the following guidelines:
 - 1) The family has expressed financial need through application for free and reduced meal benefits and discussions with School Nutrition Staff or District Student Services Staff
 - 2) The family is directly referred to the Donation Fund by the District Student Services Staff
- g. Funds may be distributed to resolve existing negative balances that meet the assistance guidelines.

LEGAL REF.: Sections 120.10(16) Wisconsin Statutes
120.13(6) and (10)
Child Nutrition and WIC Reauthorization Act of 2004

CROSS REF.: 656, Student Fees and Fines
660, Funds Management
661.3, Nonsufficient Fund Checks
661.4 Funds Handling and Receipts
760, School Food and Nutrition Services Program
823, Access to Public Records

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