

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

BOARD POLICY: 725 Student Meal Accounts

SERIES: 700 Non-Instructional Services/Business Operations

SUBJECT: Student Meal Charge/Collection Policy

ADOPTED: 12/15/14

REVISED: Page 1 of 3

I. Purpose

- a. The purpose of this policy is to impart to students, employees and the community the school district's policy related to student needs and charges associated with the school nutritional program and to establish consistent meal account procedures for International Falls Public Schools.

II. General Statement of Policy

- a. Independent School District No. 361 recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- b. It is the policy of Independent School District No. 361 to offer breakfast and lunch each day. The food service department strives to produce quality meals in an efficient and fiscally responsible manner.
- c. Students may purchase meals when funds have been deposited into their student account.
- d. Funds may be deposited daily in any school office. Payments may also be made on-line with debit or credit cards through the district webstore.
- e. Parents/guardians are encouraged to frequently check the account status on line at www.isd361.k12.mn.us . Parents/guardians may choose to block items from being purchased, such as extra milk and ala carte items by contacting Susan Karsnia, Food Service Director at 218-283-2571 ext. 183.
- f. Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available at the district office, all school offices and district website.

- g. If students are on the free/reduced meal program, only the first meal will be included at the free or reduced price. Subsequent purchase will be charged at regular prices. Students must select adequate meal components to comprise a reimbursable meal under the USDA guidelines. If students/parents/guardians have any questions about the free/reduced meal program they school contact Susan Karsnia, Food Service Director at 218-283-2571 ext. 183.

III. Procedures for Notifying Families

- a. Family balances are available on the District website. Statements may be requested from the Food Service Director at 218-283-2571 ext. 183 or e-mail at skarsnia@isd361.k12.mn.us.
- b. The Food Service Program is a pre-payment program. Families are expected to have a positive balance in the food service account at the beginning of the year and during the course of the school program year.
- c. The parent/guardian will be notified when the student account is at \$10.00 or less via the district telephone/e-mail notification system on Tuesday of each week.
- d. Additionally, calls will be made to parent/guardian when a student account is at -\$10.00 via the district telephone/e-mail notification system on Friday of each week.

IV. Procedures for Accounts with \$0 or Negative Balances

- a. Any account with a \$0 or negative balance will not be allowed **ala carte** purchases until the account contains sufficient funds to cover the purchase. Students will be directed to replace ala carte items at the purchase point and chose a reimbursable meal instead.
- b. Elementary Accounts (Gr. P-6); An elementary account which reaches the threshold of -20.00 shall be sent a letter and free/reduced form informing the household that a meal should be provided from home until such time the account is brought to a positive balance or payment arrangements are made. If no meal is provided or contact made by parent/guardian the child shall still receive a meal but the account will be referred to the school social worker for intervention.
- c. Secondary Accounts (Gr. 7-12); A secondary account which reaches the threshold of -20.00 shall have a notification and free/reduced form sent home with student informing the household that the account is closed to further transactions until such time the account is brought to a positive balance or payment arrangements are made. If no meal is provided or contact made by the parent-guardian the student will only be allowed a meal

if cash in hand is presented to purchase the meal for that day. NO FUTHER CHARGING WILL BE ALLOWED. The building principal or their designee will contact the household and review with them their responsibility to provide meals for their student.

- d. Assistance from county social services may be requested by the school social worker for possible neglect when above procedures are unsuccessful.
- e. Negative accounts which have not received any payment after sixty days will be referred to a collection agency.
- f. All negative balances are required to be paid by June 30 of each year.

V. Staff Meals

- a. Staff meals may be purchased at a price determined by the School Board. Staff meal portions may not exceed those given to high school aged students. There will be no charging of staff meals. Staff accounts must maintain a positive balance and any purchase of a meal which would place the account into a negative balance will be refused.