

KICKAPOO AREA SCHOOL DISTRICT

UNPAID MEAL CHARGES PROCEDURE

The Kickapoo Area School District requires families to pre-pay for school meals, milk break, and ala carte. Prepaying for meals prior to them being eaten is required. The district's student school nutrition unpaid meal charges policy is as follows:

1. Parents/guardians are responsible for keeping money in their account to pay for meals. The parent/guardian is the payor of the account and the students in that family are customers of that payor. Payments are recorded in the payor's account and meals eaten by all students (customers) attached to that payor are deducted from the balance.
2. Student accounts are reviewed daily and notifications for balances under \$5.00 are sent out weekly, using a student management software generated document.
3. Accounts falling below \$50.00 will receive a formal letter from the district administrator requesting immediate payment or contact to discuss a payment plan. The letter states that failure to respond MAY result in the affected students receiving a lunch of milk and peanut butter sandwiches until the unpaid balance has been received. Parents/guardians are reminded that free and reduced meal applications are available upon request.
4. Parents/guardians not responding to the above mentioned letter will receive a second letter from the district administrator with specific dates to make payment or contact. Failure to respond to this letter WILL result in students receiving a lunch of milk and peanut butter sandwiches, and the unpaid lunch account balance WILL be submitted to a collection agency. Also included in this mailing is a free or reduced meal application.
5. Any student paying cash for a meal, milk, or ala carte items will receive the meal/item they are paying for regardless of the status of their meal account.
6. Any unpaid meal account balances will be carried over to the next school year.
7. Graduating seniors must have their lunch account paid in full before participating in the graduation ceremonies.

The district administrator will have the primary responsibility of overseeing the collection of unpaid lunch balances; every reasonable effort will be made to collect delinquent food service charges.

Free and Reduced Meal Applications are available in the elementary, middle/high school, and district offices, on the district website, and included in the back to school newsletter each August.

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- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

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