

WILLARD PUBLIC SCHOOLS

MEAL CHARGE PROCEDURE

PURPOSE: The purpose of this procedure is to establish consistent meal charge account procedures throughout the district. Unpaid charges place a financial strain on the Food Service Department and District. The goals of this policy are:

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

SCOPE OF RESPONSIBILITY:

The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances. The Food Service department is also responsible for notifying the student's parent/guardian of low or outstanding balances.

The School District: Responsible for supporting the Food Service Department in collection activities.

The Parent/Guardian: Immediate payment.

PROCEDURES:

1) **Pre School, Elementary, Intermediate & Middle School students:**

- a) Students will be allowed to charge up to a maximum of \$10.00, which will be known as the "account cap".
 1. These meals will include anything on the daily menu but it has to make a "Reimbursable Meal".
 2. Notices of negative balances will be sent to parents/guardians at the beginning of each week during the school year via email.
 3. Cafeteria Managers will send home negative balance letters at the end of each week. **(K-6 Only)**
 4. When the student reaches the "account cap" they will be discreetly offered at lunch an alternate meal **(Tiger Meal)** which consists of a sandwich, fruit and milk. At breakfast, the meal alternate will consist of cereal, fruit and milk.
 5. The designated meal alternate **(Tiger Meal)** *will not* be charged to the student's lunch account.

High School Students Only:

a) Students will be allowed to charge up to three (3) meals, which will be known as the "account cap".

1. These meals will include anything on the daily menu but it has to make a "Reimbursable Meal".
2. Notices of negative balances will be sent to parents/guardians at the beginning of each week during the school year.
3. When the student reaches the "account cap" no meal alternative will be offered.

2) All Students:

a) When a student has a negative balance, no Ala Carte items will be sold to the student.

3) Returned Checks: Returned for Non-Sufficient Funds will result in a \$25.00 penalty fee that is charged by the bank to the District for a NSF check. A Payment from the parent/guardian must be received within ten (10) days of the date of notification in the form of a money order or cash.

4) Point Of Sale: All School cafeterias possess computerized point of sale or cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request.

5) Prepayments: Meals can be prepaid at any time and are a convenience for families. Prepayments can be made by check presented to your child's cafeteria or online using the Titan Family Connect app. The Titan system charges a flat service fee based on all online deposits. Willard Schools does not receive any portion of the service fee. Create your account and make online payments at [Titan School Solutions](#).

6) Blocks on Accounts: Titan School Solutions gives the parent/guardian the ability to place a block on their child's account to prohibit the purchase of Ala Carte items.

7) Refunds:

1. Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted to the cafeteria manager.
2. Graduating Students: Upon request any funds remaining on a graduating students account can be transferred to a siblings account if applicable or will be issued a refund.
3. Unclaimed Funds: Any unclaimed funds at the end of school year will then become the property of the Willard Public Schools Food Service Program and used for meal account assistance for other students.

8) Change in Household Circumstances: Families may apply (or reapply) for free or reduced price meals at *any time* during the school year!