

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.

REGULATIONS:

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 low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
 3. When the student reaches the "account cap" they will be discreetly offered at lunch a meal alternate (**Tiger Meal**) which consist of a sandwich and milk. At breakfast, the meal alternate will consist of cereal and milk.
 4. 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 low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
 - 3. When the student reaches the "account cap" no meal alternate 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 Student Records Parent Portal. The system uses PayPal that charges a small service fee based on the amount of the deposit. Willard Schools does not receive any portion of the service fee.
- 6) Blocks on Accounts:** A parent may call or email the Food Service Director 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: All refunds must be requested within 90 days. Any unclaimed funds after 90 days will then become the property of the Willard Public Schools Food Service Program.
- 8) Change in Household Circumstances:** Families may apply (or reapply) for free or reduced price meals at *any time* during the school year!