

Dickinson I.S.D. Food and Nutrition Services

Food and Nutrition Services

MEAL CHARGE AND COLLECTION POLICY / PROCEDURE

2015-2016

GOALS:

- ◆ To encourage parents to assume appropriate parental responsibilities.
- ◆ To treat all students with dignity about their meal account in the serving line.
- ◆ To create positive situations with district staff, district business policies, students and their parents to the maximum extent possible.
- ◆ To provide age appropriate policies.
- ◆ To teach students self-responsibility.
- ◆ To establish a consistent district policy regarding charges and collection of charges.

FREQUENCY:

As stated in the process and procedure

PROCESS AND PROCEDURE:

	<i>Elementary</i>	<i>Middle</i>	<i>Jr. High and High School</i>
Number of Outstanding Charges Permitted	Maximum of \$25.00	Maximum of \$25.00	Maximum of \$25.00
Notifications to Student of Account Balance	Verbal Reminders Daily stating Need Lunch \$ at Cashier Station	Verbal Reminders Daily stating Need Lunch \$ at Cashier Station	Verbal Reminders Daily stating Need Lunch \$ at Cashier Station
Charge Notifications to Parent or Guardian	When account balance is negative an automated call and an email will occur and continue until the account is brought to a positive balance. Parent may use Lunch Money Now online or Bring Cash or Check to cashier before 2 p.m.	When account balance is negative an automated call and an email will occur and continue until the account is brought to a positive balance. Parent may use Lunch Money Now online or Bring Cash or Check to cashier before 2 p.m.	When account balance is negative an automated call and an email will occur and continue until the account is brought to a positive balance. Parent may use Lunch Money Now online or Bring Cash or Check to cashier before 2 p.m.
Procedure when charge reaches \$15.00	If FNS has not received payment and the charge amounts to \$15.00, FNS will send a U.S. Postal letter to the parent to remind them we have been feeding the child in good faith, and that money is owed to the student's account. Automated calls will continue.	If FNS has not received payment and the charge amounts to \$15.00, FNS will send a U.S. Postal letter to the parent to remind them we have been feeding the child in good faith, and that money is owed to the student's account. Automated calls will continue.	If FNS has not received payment and the charge amounts to \$15.00, FNS will send a U.S. Postal letter to the parent to remind them we have been feeding the child in good faith, and that money is owed to the student's account. Automated calls will continue.
Principal Assistance	If after being notified by mail and FNS has not received payment and the charge is \$20.00 or more FNS managers will contact their school Principal to make contact with the parent. The school office will proceed as warranted.	If after being notified by mail and FNS has not received payment and the charge is \$20.00 or more FNS managers will contact their school Principal to make contact with the parent. The school office will proceed as warranted.	If after being notified by mail and FNS has not received payment and the charge is \$20.00 or more FNS managers will contact their school Principal to make contact with the parent. The school office will proceed as warranted.
\$25.00 charge If parent does not send a meal as requested for their child then a complimentary fruit and milk will be given to the student if they come through the meal service line.	Letter mailed to parent and given to student in envelope stating that if the charges are not paid promptly then parent will be required to feed your child breakfast at home and to send a lunch to school <u>so your child does not do without a meal.</u> <i>Effective Wednesday the next week after notification.</i>	Letter mailed to parent and given to student in envelope stating that if the charges are not paid promptly then parent will be required to feed your child breakfast at home and to send a lunch to school <u>so your child does not do without a meal.</u> <i>Effective Wednesday the next week after notification.</i>	Letter mailed to parent and given to student in envelope stating that if the charges are not paid promptly then parent will be required to feed your child breakfast at home and to send a lunch to school <u>so your child does not do without a meal.</u> <i>Effective Wednesday the next week after notification.</i>

SPECIAL CIRCUMSTANCES:

If charges occur before the meal application is approved then charges must be paid as accrued.

Parents may elect to deny their children charge privileges. In this event, a special note will be made in the POS computer to this effect. Every effort is made to feed our students. Persistence in collection of owed monies is aggressively pursued.

Revised: August 2015

Distribution: Website, Principals and Student Handbook

OTHER INFORMATION FOR PARENTS

The Dickinson Independent School District uses a computer system for student meal purchases. All students are assigned a personal Student ID # when enrolled.

All students have their own account and money may be deposited into it on a daily, weekly, monthly, or yearly basis. We encourage monthly deposits to help speed up the serving lines at mealtime. We appreciate our parents who prepay for the meals. It helps the line move so much quicker, and also assures that your child will receive a meal without delay.

Parents you may get information about your students eating habits anytime by contacting the school manager of your child’s school or by calling our office at 281/229-6184 or cbryson@dickinsonisd.org.

The sooner your child learns the number, the easier it is to get lunch promptly. Parents, we will try and keep you informed of your elementary child’s account balance. Please refer to our Meal Charge and Collection policy listed above for more details.

REMINDERS –

- * **Checks returned for insufficient funds will not be accepted for future payments and cash, money order or using Lunch Money Now will be your payment options.**
- * **Food and Nutrition Services does not accept checks three weeks before school is out each year.**
- * **Charges accrued before application approval must be paid.**
- * **Credit Card Online Payment For Student Meals – Lunch Money Now <http://www.dickinsonisd.org>**
- * **Parents are encouraged to set up a ‘Low Balance Notice’ through Lunch Money Now.**

**POLICY / PROCEDURE
FOOD and NUTRITION SERVICES – DICKINSON SCHOOL DISTRICT
FACULTY AND STAFF MEAL CHARGE AND COLLECTION**

	<i>Elementary School Staff</i>	<i>Middle and Jr. High School Staff</i>	<i>High School Staff</i>
Number of Outstanding Charges Permitted	Breakfast and/or Lunch may be charged not to exceed \$7.00	Breakfast and/or Lunch may be charged not to exceed \$7.00	Breakfast and/or Lunch may be charged not to exceed \$7.00
Methods of Notification to Faculty and Staff about their negative Account Balances	Verbal Reminders given daily by Cashiers to Faculty and Staff at check out about any outstanding charges. Personal account print-outs will be placed in their mail box regularly and/or email will be sent. If charges do not get taken care of then no more charges will be allowed until prior charges have been taken care of.	Verbal Reminders given daily by Cashiers to Faculty and Staff at check out about any outstanding charges. Personal account print-outs will be placed in their mail box each <u>week or month</u> and/or email will be sent. If charges do not get taken care of then no more charges will be allowed until prior charges have been taken care of.	Verbal Reminders given daily by Cashiers to Faculty and Staff at check out about any outstanding charges. Personal account print-outs will be placed in their mail box each <u>week or month</u> and/or email will be sent. If charges do not get taken care of then no more charges will be allowed until prior charges have been taken care of.

Nondiscrimination statement reads as follows:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.