

Meal Prices 2017-2018

Lunch: A full lunch menu at pricing below offers these 5 components: protein, grains, fruits, vegetables and milk. Choices within each category are available daily from which students can select a complete lunch. A complete lunch must have 3-5 components of which one must be a fruit or vegetable on their tray. A la carte pricing applies when a complete meal is not chosen.

Elementary Lunch	\$2.50 (Paid)	.40 (Reduced)	\$ 3.50 (Adult)
Middle School Lunch	\$2.65 (Paid)	.40 (Reduced)	\$ 3.50 (Adult)
Middle School Salad Bar	\$2.90 (Paid)	.40 (Reduced)	\$ 3.75 (Adult)
Secondary Lunch	\$2.75 (Paid)	.40 (Reduced)	\$ 3.50 (Adult)
Secondary Salad Bar	\$3.00 (Paid)	.40 (Reduced)	\$ 3.75 (Adult)

Breakfast: A full breakfast menu offers these 4 components: 2 grains, fruit and milk. (A protein may be substituted for one grain on some menus). Choices within each category are available daily from which students can select a complete breakfast. A complete breakfast must have 2 grains (or 1 grain & 1 protein if on menu) *and* either a fruit or a milk.

Breakfast – all grades	\$1.25 (Paid)	.25 (Reduced)	\$ 2.05 (Adult)
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Free each school day to all students at Lincoln, Claypool, Leesburg, Harrison, Gateway and Lakeview

*Free and Reduced meal prices apply to one breakfast and one lunch daily per student.
Subsequent meals purchased the same day: Paid meal price or a la carte pricing if not a complete meal.
Milk is included with meal purchase.
A la Carte price for milk is .50 for K-12 – Paid/Free/Reduced*

How do I pay for meals?

You may take advantage of the option to prepay for your student's meals online at www.wcsfoodandnutrition.org with simple, secure and convenient access 24 hours a day that gives peace of mind of not having to worry about looking for money every day or concerns that it may get lost. You will need your student's 9-digit school ID#.

You may also pay by check or cash by submitting your student's 9-digit school ID# and payment information in an envelope to the café manager each school morning. PLEASE NOTE: CASH PAYMENTS will only be accepted in the school offices, Cafeteria Office or the Food & Nutrition Services Office so that a written receipt may be provided. For your convenience envelopes may be printed at www.wcsfoodandnutrition.org

Refunds & Transfers of Meal Funds

Positive balances remaining on a student meal account will automatically follow enrolled students regardless of the WCS school they attend the next school year. Cash refunds are not available at any of the school cafeterias nor are refunds given on meal accounts with less than a \$3.00 balance. Students are encouraged to spend their account down to a zero balance. Refunds for amounts over \$3.00 may be made up any time during the school year. Once a student is no longer enrolled at WCS (leaves or graduates) refunds on account balances of \$3.00 and more will be provided by request only up to five (5) business days after the end of the school year. To request a refund parents must fill out a Student Meal Account Refund Form, available at the end of this document, at your school cafeteria and on line at www.wcsfoodandnutrition.org. Transfers of remaining balances of any amount may also be made to other enrolled student accounts or to our Student in Need Meal Fund up to five (5) business days after the end of the school year. Unclaimed meal account balances of students no longer enrolled will be transferred to our Student in Need Meal Fund five (5) business days after the school year has ended.

How can I check the balance of my child's meal account?

Parents are responsible for monitoring their child's meal account to insure there are adequate funds available. We provide a free online services for you to monitor your child's meal account, check balances and set up e-mail reminders at www.warsawfoodandnutrition.org (you will need your student's 9-digit school ID# for all online services). You may also contact the cafeteria manager of the school your child attends for this information.

MEAL CHARGE PROCEDURES

Meal charge procedure goals:

- To treat each student with respect and encouraging responsibility regarding meal accounts;
- To support positive relationships with our parents, students and staff;
- To establish procedures that are age appropriate;
- To provide the technology to support parents in assuming the responsibility of meal payments
- To establish a consistent district policy regarding charges and collection of charges.

Meal charging is not encouraged but we understand it may be necessary on occasion. No a la carte items may be charged and all meal charges must be repaid in full. **Meal charging is suspended as of May 1st of each school year.** Funds may be transferred between student accounts in the same household up until one week after the close of the school year. Negative balances cannot be carried over to the next school year and are forwarded to collections on June 30th of each school year.

Elementary Students

To insure elementary students do not go hungry they may be permitted to charge up to \$10.00.

Elementary Notification Steps

- For each meal charge, the cashier will verbally remind the student to ask parents to "Please Send Lunch Money".
- Negative balance letters with student name and balance will be given to teachers to send home with students every Friday.
- Accounts remaining negative will be sent to the building principal and WCS Food & Nutrition Services office to contact parent/guardian.
- After \$10.00 of meal charges, students arriving at school without payment or a meal from home may be served a substitute meal of a sandwich and milk at a cost of .75 for lunch or graham crackers and milk for breakfast at a cost of .30 per day. Prior to serving an alternative meal we will inform the building principal in addition to placing a call or email to the parent/guardian. If no response is received from the parent/guardian after a student is given 3 days of meal substitutions the principal or other school official may be requested to conduct a home visit.

Middle and High School Students

Middle school or high school students are not allowed to charge meals on a regular basis. Occasionally, a student may be permitted to charge one meal by requesting permission directly from the cafeteria manager prior to proceeding through the cafeteria line. If a student already has a negative balance, no additional charges will be allowed.

This institution is an equal opportunity provider.

STUDENT MEAL ACCOUNT REFUND FORM

ALL REFUND CHECKS ARE MAILED FOUR TO EIGHT WEEKS AFTER REQUEST

Only amounts \$3.00 and over will be refunded. Lesser amounts may be transferred or donated.

Refund Request
(fill out part 1)

Transfer Request
(fill out part 1 & 2)

Part 1:

SCHOOL _____

DATE _____

STUDENT NAME(S) _____

ID# _____

PARENT or GUARDIAN NAME PRINTED _____

DELIVERY ADDRESS _____

CITY, STATE & ZIP _____

PARENT or GUARDIAN SIGNATURE (*Required for refunds*) _____

Part 2:

*If transferring funds between student accounts please state student names below.

Transfer from: _____

(STUDENT NAME)

Transfer to: _____

(STUDENT NAME)

(STUDENT ID#)

(STUDENT ID#)

(SCHOOL)

(SCHOOL)

Please submit completed form by hand delivery, mail, email or fax to:

WCS Food & Nutrition Services
Attn: Sheila Tenner
850 E. Smith St.
Warsaw, IN 46580

Email: stenner@warsawschools.org

FAX: 574-371-5022

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