

Meal Charge

Policy 6515

Adopted: August 22, 2017

PURPOSE

The goal of the Fremont County School District No. 25 is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. Fremont County School District No. 25 expects that parents take financial responsibility for their student's meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the Fremont County School District No. 25. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced Meals be served a meal without payment, the Fremont County School District No. 25 provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. The District will provide a copy of this policy to all households at the beginning of each school year and to transfer students. This policy is located on the District Food Service website.

POLICY

Full Pay Students – Elementary, Middle School and High School Students will pay for meals at the district's published standard rate each day. A student will be allowed to charge a maximum of \$15.00 to their account after the balance reaches zero. Once a student has charged \$15.00 worth of meals, he/she will not be allowed to charge more meals, however he/she will be offered a Humanitarian Meal. This Humanitarian Meal will be recorded on the student's meal account with no charge being incurred to the student. Humanitarian Meal Sample: cheese sandwich, veggie sticks, fruit and milk.

Free Meal Benefit – Free status students will be allowed to receive a free breakfast and lunch each day.

Reduced Meal Benefit – Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of \$15.00 worth of meals to their account after the balance reaches zero. Once a student has charged those \$15.00 worth of meals, he/she will not be allowed to charge any more meals, however he/she will be offered a Humanitarian Meal. This Humanitarian Meal will be recorded on the student's meal account with no charge being incurred to the student. Humanitarian Meal Sample: cheese sandwich, veggie sticks, fruit and milk.

A la Carte Purchases – **Middle School and High School Students** will not be allowed to purchase if a negative balance exists. Any a la Carte items, extra entrees or second meals or individual items (not a full meal) for example, unless there are sufficient funds in their account to

cover that purchase. Elementary students do not have the ability to purchase these type of A la Carte items.

A la Carte Purchases – Milk: Elementary, Middle School and High School Students who take cold lunch, but wish to purchase a milk, need to have funds in their account to cover this milK purchase. Balance on account cannot be in the negative.

Students/Parents/Guardians pay for meals in advance via www.myschoolbucks.com or with a check payable to Fremont No. 25 Food Service. Further details are available on our web page at www.fremont25.org. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year. All school cafeterias possess computerized point of sale/case register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at www.myschoolbucks.com or by speaking with the cafeteria manager.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. The individual school secretaries have a request form that can be signed by the parent for the refund. Any refund requests that are over \$20 will be processed via check following the FCSD25 Board meetings, which are the 2nd and 4th Tuesday of each month. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer remaining funds to a sibling's account. During the graduation process, food service personnel will sign the student out and any funds remaining will be refunded to the graduating student. Conversely, any funds still owed must be paid by the graduating student before food service personnel will check the student out.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Fremont County School District No. 25 Public School Food Service Program.

Balances Owed: collection attempts of owed balances will continue until the balance has been paid in full. This includes when a student transfers out of our District.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. Fremont County School District No. 25 may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection in accordance with W.S. 21-4-308. If it is determined that after making efforts to collect delinquent accounts that the account will not be paid, the District may consider it a bad debt. Documentation of collection efforts shall be maintained.

If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. The Free and Reduced meal application can be found on our website, www.fremont25.org.