

	SECTION: J - Students DIVISION: JN – Student Fees/Fines	
	POLICY: JNB – FOOD SERVICE COLLECTION	APPROVED 11/13/2017 REVISED REVIEWED

Legal Reference: USDA Guidance SP23-2017
 Cross Reference:

Students of the School District of Monroe may participate in the school breakfast and lunch programs. Breakfast and lunch shall be served on each full school day; meals will meet and/or surpass Federal standards of the National School Lunch and Breakfast program.

School breakfast, lunch and milk prices shall be set annually by the Board of Education. Parents/guardians shall be invited to apply for free or reduced meals in accordance with Federal regulations. Service of free or reduced meals shall be governed by Federal and State regulations.

Applications for free or reduced meals are available in all school offices, on the School District of Monroe web site, and in the District offices located on the third floor of the Monroe Public Library. If your financial status changes at all during the school year, another free and reduced application may be submitted.

Students may bring a lunch from home.

PAYMENTS –

1. Payments can be made at the student’s school office anytime during school hours, at the drop box located in the Monroe Public Library’s north “staff entrance” door or paid on-line. Payments received by 10:00 A.M. will be reflected in the balance at the lunch lines on the same day.
2. The School District of Monroe uses an on-line electronic fee and lunch payment management system.

ACCOUNT BALANCES -

Pre-payment of school meals is highly encouraged by the District. Parents/guardians choosing the pre-pay option may receive a discount, based on current lunch prices, for pre-paying for a full semester or for the full year. These discounts will be determined by the Director of Food Services on an annual basis. This option is available to families that are required to pay the regular amount and the reduced price for the breakfast and lunch programs.

Parents/guardians may call the Food Service Office, 608-328-7214 or the school office to inquire about the status of their child’s meal account.

INSUFFICIENT ACCOUNT STATUS NOTIFICATION PROCESS

1. Once the family lunch account reaches a positive fifteen dollars (\$15) or less, you will be notified, by phone, email, text at a minimum of once a week, that your lunch account is low.
2. When your family's meal account reaches a negative fifty dollars (\$50) or more, a letter will be sent to inform the parents/guardians that their students will no longer be allowed to charge breakfast, lunch or ala carte purchases unless the outstanding balance is paid or other arrangements for payment are made with the Food Service Office within seven (7) days.
 - A. Parents who do not meet this deadline will be asked to send a bag lunch with their student or pay daily.
 - B. After two days (2), the Building Administrator may be contacted if arrangements for payment have not been made.
3. The School District of Monroe may file a claim with the small claims court or utilize the service of a collection agency and/or legal counsel to secure collection of unpaid debts not paid within thirty days (30) of the actual restriction of access to the Food Service program, unless an alternative payment plan has been approved by the District Administrator on all meal accounts that are negative one-hundred and fifty dollars (\$150) or more.
4. In accordance with the USDA regulations, children receiving free and reduced meal benefits cannot be denied a meal for any reason, including failure to maintain their family lunch account in a positive status.