

SCHOOL DISTRICT OF MAYVILLE

762.1

FOOD SERVICE COLLECTION AND DENIAL OF ACCESS TO SCHOOL FOOD SERVICE PROGRAMS DUE TO NON-PAYMENT

Food Service Lunch Accounts.

The School District of Mayville will maintain accurate records of meals sold and served to students in the National School Lunch Program. The district utilizes a computerized accounting system to record payment and sales. The system functions as a debit system, similar to a checking account. All families who have students that attend the Mayville School District, and all district staff, shall have a family meal account. Parents/guardians are expected to maintain their lunch accounts in a positive status.

All receipts from food service transactions shall be deposited promptly with the district's business office. Cash collections received from students and their families shall be deposited daily into the appropriate lunch accounts.

Parents/guardians who claim that the financial condition of their families are such that they cannot afford to pay for the cost of their children's meals, shall be invited to make application for free or reduced priced meals in accordance with federal regulations. **Students that qualify for free meals are only eligible for a hot lunch which includes a carton of milk. They are not eligible to receive free ala carte items, recess milk, extra milk or second entrees. Accounts that qualify for free meals and are in the arrears due to receiving ala carte items or recess milk will NOT be deactivated and the student will only be able to receive a hot lunch with a carton of milk.**

Low and Delinquent Account Balances

Parents/Guardians may review their family's lunch program account by using their PIN code and accessing their family's food service account through the district's internet website: www.mayvilleschools.com.

Telephone payment reminders via an automatic calling system will be communicated to families each evening between 5:30 p.m. and 8:30 p.m. when their account reaches a \$6.00 balance. Students will also be informed of low account balances when they access the food service program. When and if a family account reaches or has a negative \$6.00 balance, no further access to the family account will be allowed. The account will then be deactivated until sufficient payment(s) are received in order to establish a positive balance in the family account. If a family account is deactivated, the parent/guardian shall be responsible for providing a bag lunch to their children until their family account is reactivated.

For students in Grades K-4, if the parents/guardians fail to provide the student with a meal, the district will provide the student with a sandwich and a carton of milk for a maximum of five (5) days. The Food Service Director will notify the principal of these students who will in turn contact individual parents indicating the status of their food service account. A charge of \$.35 for the carton of milk and \$.75 for the sandwich will be added to the family account balance. If the parents/guardians thereafter fail to provide the student with a bag lunch or lunch money, the district may file a report with the Department of Human Services.

No meals will be served in Grades 5-12 whose family accounts are negative \$6.00 or more. These students with a negative family balance must bring cash or deposit funds in their account in order to be served lunch.

NOTE:

In accordance with USDA Regulations, students who have had their family accounts deactivated may continue to purchase meals or milk by presenting the exact amount of cash to pay for the meal or milk purchased in the lunch line.

The superintendent shall be expected to protect the taxpayers of the district by making a reasonable effort to collect all food service charges due the district. The Board of Education authorizes the superintendent to collect food service charges which are 60 days delinquent through legal means, including but not limited to, small claims court or through the services of a collection agency.

Refunds

At the end of the year, if a family no longer has children attending school, moves out of the district or becomes eligible for free meals, the family may request reimbursement of any balance in the family account. Funds for families for students continuing the following school year will remain in the family account for the next school year.

APPROVED: March 7, 2005
ADOPTED: May 2, 2005
REVIEWED:
REVISED:

Signatures of School Board Members:

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