

Book	Policy Manual
Section	8000 Operations
Title	FOOD SERVICE ACCOUNTS
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8500.05 - **FOOD SERVICE ACCOUNTS**

Students of the District may participate in the food service program. Meals that meet or exceed Federal guidelines established by the National School Breakfast and Lunch Program shall be served each full school day.

School meal and milk prices will be set annually by the Board. Parents may make an application for free or reduced meals in accordance with Federal regulations.

A. General Guidelines

1. Students may bring bag meals from home.
2. All students eating meals at school shall eat in designated areas.
3. Students designated as homeless receive free meal status.
4. Foreign exchange students receive a District sponsored meal grant, covering regular meals (costs for extra food, ala carte, etc. is the responsibility of the student and/or host family).
5. Students who qualify for the free meal program receive free breakfast and/or lunch.
6. Students who qualify for reduced meal pricing receive the Board approved reduced rate for breakfast and/or lunch.
7. Milk break and ala carte services are paid programs.
8. Cash is not accepted in the food service lines.

B. Account Balances

1. The District utilizes an automated school meal accounting system to record student account payments and food service purchases. The system functions as a debit system where parents add to a student's individual account and the cost of food service meals/items is deducted from said account.
2. Users are issued a PIN (personal identification number) that corresponds to the meal debit account.
3. Positive account balances are required to allow users to access school lunch program
4. The Food Service Coordinator, in conjunction with the Business Office, shall be responsible for the accurate and timely collection of funds.

C. Insufficient Account Status

1. Children receiving free meal benefits cannot be denied a regular meal for any reason.
2. If an individual account reaches negative status the following procedure will be utilized:

- a. Low Positive \$10 (ten) balance - automated message sent out to family via email
- b. On or Before Negative \$5 (five) account balance -- phone call or electronic contact informing families of pending account suspension
- c. Negative \$20 (twenty) account balance -- notice of suspension (by phone or letter) providing at least three (3) school days warning that students will no longer be allowed to charge meal or food products until account is positive. Accounts will be suspended after three (3) school days if funds are not received to ensure the account has a positive balance.
- d. Parents who do not meet this deadline will be asked to send a bag lunch with their children. If the parent does not provide lunch for the child, an emergency sandwich will be available for a maximum of three (3) school days. \$1.35 will be charged per day to the family to cover the cost of the emergency meal.
- e. Guidance resources, including referral to family services or other county programs, may be utilized if arrangements for payment or are not made.
- f. The School District of Poynette may file a claim with small claims court or utilize the service of a collection agency or any and all legal measures to secure collection of outstanding balances more than thirty (30) days in arrears.
- g. Alternative payment plans may be approved by the District Administrator.

Participation in graduation and other ceremonies may be impacted by unpaid accounts.

D. Employees of the School District of Poynette are subject to the same parameters listed above with the following exceptions:

- 1. Free and reduced meal eligibility does not apply to adults
- 2. Outstanding accounts may be collected via payroll if other attempts are not successful or for separation of employment
- 3. Disciplinary action may occur for failing to follow any food service procedure

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

[https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Comp laint-Form-0508-0002-508-11-28-17Fax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Comp%20laint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov.

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Last Modified by Tammy J Hindel on May 9, 2024