

WBSD Board Policy 8500 Food Services

Administrative Guideline 8500 Food & Beverage Sales

Addendum: Meal Charging Policy & Procedure

Revised: June 2018

West Bloomfield School District recognizes the importance of adequate nutrition for students to learn, and provides daily breakfast and lunch service in all buildings. Parents are responsible for the cost of meals for their child(ren), and/or submitting a completed application for free or reduced price meals. Online applications and instructions for free & reduced price meals are provided to all families annually. Additional resources are available on the Food Service Department webpage.

Nutrition Services will contact the parent/guardian by email, Negative Balance notice and/or phone when the account balance reaches \$5.00. Parents may make payments by check, credit card on PayForIt.net or by sending cash (in a sealed envelope with child's first and last name **legibly** printed). Cash should only be sent with a responsible student as the School District is not responsible for lost cash. The Nutrition Services Office is able to transfer money from one sibling's account to another if necessary.

A weekly report of students with insufficient funds to purchase a meal will be sent to each principal.

A copy of this policy shall be provided in writing to each student annually prior to the start of the school year and upon enrollment for mid-year transfer students.

Elementary School:

- No charging of meals or a la carte (this includes milk/water/juice) will be permitted at the elementary level.
- If a student's Food Service account becomes negative, he/she will receive an alternate meal free of charge (graham crackers/fruit for breakfast and cheese sandwich, fruit or vegetable and milk for lunch). Students with special dietary needs will receive an alternative meal that complies with a physician meal prescription on file with the Nutrition Department. The alternate meal will be served in the same nature as all other meals, without any distinction; if necessary, a very discreet explanation to the child will be given.
- The Nutrition Services Department will notify parents by phone call or notice home when an alternate meal has been provided.
- The principal will be notified when an alternative meal is provided.
- Staff will not be permitted to charge meals or a la carte.

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Middle School and High School:

- No charging of meals or a la carte will be permitted at the secondary level.
- No charging signs will be posted at all serving areas. It is the student's responsibility to know account balance prior to requesting a meal.
- If a student requests a meal, proceeds to the cashier and has insufficient funds, he or she will be offered an alternate meal free of charge.
- The alternate meal will consist of graham crackers/fruit for breakfast and cheese sandwich, fruit or vegetable and milk for lunch. Students with special dietary needs will receive an alternative meal that complies with a physician meal prescription on file with the Nutrition Department. The alternate meal will be served in the same nature as all other meals, without any distinction; if necessary, a very discreet explanation to the child will be given.
- The Nutrition Services Department will notify parents with a call or notice home when an alternative meal is provided.
- The principal will be notified when alternative meal is provided.
- Staff will not be permitted to charge meals or a la carte.

Delinquent Accounts

- All unpaid meal charges will be added to the list of outstanding fees at the end of the school year. Negative Food Service balances will be processed in the same manner as all other outstanding school/district balances (i.e. lost library or text books).
- Federal Regulation prohibits Nutrition Services Department to subsidize, write off or repay fees from uncollected Food Service accounts.

Positive Balances

If a student leaves the District with a positive Food Service account balance, a request for a refund must be made within 30 days. Any remaining balances may be donated to the Food Service Account Assistance Fund which provides financial assistance to students who are unable to pay negative account balances. Nutrition Services will make an attempt to contact families with a positive balance. Balances over \$50 will be processed in accordance to the Michigan Department of Treasury's rules regarding unclaimed property.