



RAYMOND FOOD SERVICE CONSORTIUM

YORKVILLE | RAYMOND | DROUGHT | KANSASVILLE | NORTH CAPE SCHOOLS

UNPAID MEAL CHARGE POLICY

UPDATED: JULY 24, 2024

The purpose of this policy is to establish consistent meal account procedures throughout the district.

1. The goals of this standard of practice are:
 - a. To treat all students with dignity in the serving line regarding meal accounts
 - b. To establish policies that are age appropriate
 - c. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
 - d. To establish a consistent district policy regarding charges and collection of charges

Procedures:

1. If a student does not have enough funds to purchase their meal and/or have negative balance, the following steps will be taken:
 - a. A reimbursable meal will be served to the student.
 - b. Students are not allowed to purchase a la carte items.
 - c. Parents are informed of their child's negative balance by either the school staff designated to monitor food service payments or the student management automated system.

Parents are encouraged to make payments with a check, cash or through the school's online payment company.

If paying by check, please write the student's first and last name or on the memo Line. **Checks should be made out to RAYMOND CONSORTIUM and NOT the school.**

Free or Reduced Meal Program

If a household is unable to pay for their child's meal in the future, they are strongly encouraged to apply for the free and/or reduced meals. Applications are accepted at any time throughout the year. Please contact the school or email jeff.genovese@yorkville.k12.wi.us.

Households will be held accountable for any charges incurred until the application is approved. Application result letters are emailed/or mailed home.

Policy Communication

1. Families will receive a written/or electronic copy of the Unpaid Meal Charge Policy at the beginning of each school year or when the family transfers to the District.
2. School Administrators will receive a written/or electronic copy of the Unpaid Meal Charge Policy at the beginning of each school year.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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-Complaint-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:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov