

Meal Account Policy

Good Standing Balance - Any account that has a monetary value greater than the low balance amount set will be considered to have a Good Standing Balance.

Low Balance – A Low Balance will be any High School or Middle School account equal to or less than \$5.00 and any Elementary School account equal to or less than \$3.00.

1. All students will be given a low balance notice when their account is equal to or less than the low balance value set by the District.
 - a. Students will be instructed to give the low balance notice to their parents/guardians.
2. The building administrator or designee at each elementary school building will run a low balance report every day, Monday through Friday, when school is in session.
3. High school and middle school students will receive a low balance notice at the point of service from the computer operator daily as they come through the breakfast or lunch line.
4. Parents/guardians can also set up a low balance email notices through their students' Infinity account.

Ala Carte/Extra Items

1. Ala Carte/Extra Items are food items sold separately and are not part of a federally reimbursable complete meal.
 - a. Examples include milk consumed during milk break, extra milk, extra entrees, water, and juice.
2. Any account that has less than or equal to \$0.00 shall not be permitted to purchase ala carte items.
3. Cash can only be used to purchase ala carte items if the account is equal to or greater than \$0.00.

Negative Balance – A Negative Balance will be any account that is equal to or less than negative one cent (-\$0.01).

1. Accounts will be allowed to reach a negative value of five (5) times the cost of a high school lunch.
 - a. For example if the cost of a high school lunch meal is \$3.00, then a negative balance of \$15.00 can be incurred. ($\$3.00 \times 5 = \$15.00$)
 - b. Family accounts will be considered one account.
2. Once an account reaches the allowed negative value, the building administrator or designee will contact the parents/guardians of the account using phone or email, in addition to mailing a letter home to inform them the account/s must be in Good Standing.
 - a. At this time the building administrator or designee will determine if the family of the negative account holder is in need of assistance to help cover cost.
 - i. Examples of assistance are:
 1. Providing a free and reduced meal application to see if they qualify. Note: This will help to cover future costs but will not cover the current value owed.
 2. Apply for money from the Krecji Fund.
 3. Accessing any account setup by the building or district to help cover food service costs.
3. If assistance is not available, the parents/guardians of the account will be asked by the building administrator or designee to send a meal with their student until the account is in Good Standing.

Delinquent Debt – Delinquent Debt will be any account that has reached the negative value of ten (10) times the cost of a high school lunch or more (example: $-\$3.00 \times 10 = -\$30.00$ or more).

1. Once an account is Delinquent the following procedures will be put in place until the account is in Good Standing:
 - a. Elementary School Students will be directed to the school office by the building administrator or designee before meal service to pick up a snack pack (a grain, fruit, protein, beverage) if they have not brought a meal.
 - b. Middle School Students will be directed to the Middle School office by the building administrator or designee before lunch to pick up a snack pack if they have not brought a meal.

- c. High School Students in the morning will be directed to the school office by the building administrator or designee and informed of one of the options:
 - i. in order to eat a school provided meal they must pay in full, or
 - ii. provide a meal from home, or
 - iii. pick up a snack pack in the High School office before lunch.
2. The Delinquent Debt account will be passed onto the District Office for collection when it is delinquent for 30 days.

General Federal USDA Child Nutrition Program Information

1. The National School Breakfast and National School Lunch Programs, are programs the school district chooses to offer, to help reduce the cost of meals for families, it is not a required program for the district to participate in.
2. Families not meeting federal income guidelines for free meals are expected to pay the cost of the meals consumed by their children
3. The NSB and NSL Programs do not require children with an outstanding balance on their meal account be served a meal
4. Students who qualify for free meals shall not be denied a reimbursable meal even if they have a Negative Balance or Delinquent Debt.
5. No children will have a Federally Reimbursable Meal taken from them once they have been served.