

# SCHOOL DISTRICT OF ASHLAND

## FOOD SERVICE INFORMATION & POLICIES

### FOOD SERVICE ACCOUNTS

#### Policy concerning overdrawn accounts:

**Step 1** – A “Negative Balance Notice” message will be phoned and e-mailed home when a student’s food service account shows a negative balance. This message will be delivered weekly until the balance is paid.

**Step 2** - When the student’s account persistently shows a negative balance of \$10.00, “Negative Balance Notice” messages will continue. A letter will be mailed home, and the principal will be notified. The principal will call the student’s parent / guardian in regard to the overextended account.

**Step 3** - If the account is not paid or a payment plan set up the day after the principal contacts the parent/guardian, the student will be informed before lunch that he/she may be served a brown bag lunch (sandwich, fruit, vegetable, and milk) at a charge of \$1.50 or at the student's meal eligibility price.

After three days without payment or an approved payment plan, the parent/ guardian may be advised to send a bag lunch from home for their child’s meal.

The student will only be able to purchase meals with money in hand, until there is a positive balance or an approved payment plan has been established.

The school will maintain a list of students whose accounts are overdue in the current school year, along with the number of occurrences.

[Policy 6152-Student Fees, Fines, and Charges](#)  
[Policy 8500-Food Services](#)

*If you have questions regarding a food service account, please contact the Food Service cashier in your child’s school:*

Ashland High School: 682-7089 x1023  
Ashland Middle School: 682-7087 x2017  
Lake Superior Elementary: 682-7085  
4K-2nd: x4306 3rd-5th: x3012  
Marengo Valley School: 278-3286 x5006

#### End of the Year Procedure:

Graduating seniors who owe money will not be allowed to participate in the graduation ceremony. Negative account notices will be sent/phoned home throughout the month of May.

Graduating senior accounts with a positive balance will be forwarded to a sibling account. If no sibling account exists, the parent / guardian will receive a refund check if \$10 or more remains in the account. Upon request, if \$10.00 or less remains in the account a refund will be provided at the school-level or a balance transfer to an anonymous student account.

4K - 11 students with a negative balance at the end of the school year may pay online or send payments to:

School District of Ashland  
District Office - Food Service Dept.  
2000 Beaser Avenue  
Ashland, WI 54806

If there is a positive balance in a 4K - 11 student’s account it will carry over to the next school year.

#### Other Information:

If you have additional questions regarding the Food Service program, please contact:  
Laurie Weber, Food Service Director at 682-7089 x1022 or at lweber@sdak12.net.

The District participates in the National School Breakfast / Lunch Programs and are proud to offer NSB / NSL program meals at all school sites.

#### Breakfast and Lunch Prices 2025-2026:

	<u>Breakfast</u>	<u>Lunch</u>
ELEMENTARY	1.70	2.90
MIDDLE/HIGH	1.70	3.10
ADULTS	2.25	4.75
REDUCED	.30	.40
MILK	.50	.50

A la carte items are offered at the high school and the middle school during breakfast and lunch, and a fresh fruit and vegetable bar is offered at all schools during lunch

Monthly menus are provided by the school or can be viewed [online](#).

#### Lunch Program/Offer Verses Serve:

In an effort to reduce plate waste, the District participates in the “Offer Versus Serve” provision of the National School Lunch Program. Each day the school lunch will consist of the following 5 items:

- \* Meat or a meat alternate
- \* 2 fruits or 2 vegetables or 1 fruit and 1 vegetable
- \* Bread or bread alternate
- \* ½ pint of milk

Students must choose at least 3 of the 5 food items offered (one of which must be a fruit or vegetable), in order to be charged the student's meal eligibility price. If less than 3 items are chosen, the student will be charged the a la carte price.

### **How to Purchase Meals & A La Carte:**

**\*Meals and A La Carte must be PREPAID\***

All students and staff will receive a 4 digit Personal Identification Number (PIN) for meal account purchases. Please keep this number to yourself. If you suspect that your number is known and being used by others, you may request a number change from the Food Service Director or your school's Food Service department.

If you do not want your child purchasing a la carte items, please send a note to the Food Service cashier at your child's school specifying this restriction.

A la carte items may be purchased only if there is money in your account.

### **Payments:**

To maintain a positive food service account balance, you are encouraged to deposit money on the first day of attendance and as needed thereafter.

### **Elementary Students:**

Teachers will collect money and forward it to the Food Service cashier to be applied to the specific student account.

### **Middle / High School Students:**

Food service cashiers will accept payments from students during meal service periods.

### **Skyward Family Access Food Account:**

Parents / Guardians can check their child's meal eligibility, lunch balance, purchases, and posted payments via Skyward Family Access at any time (24/7). Online payments are immediately posted and are accessible to students for meal purchases.

### **Check Payments Made Payable To:**

School District of Ashland Food Service

### **Cash Payments:**

Place the money in an envelope, seal it, write the student's full name, the teacher's name (if applicable), and the amount of money enclosed on the outside of the envelope.

NO CHANGE WILL BE GIVEN.

### **Free / Reduced Meal Application Forms:**

We encourage everyone to fill out the application for free or reduced price meals. You must complete a new application form each school year, even if you were approved the previous year.

ONLY ONE APPLICATION FORM PER FAMILY IS NEEDED.

ALL HOUSEHOLD MEMBERS (adult names and children's names (including foster children) with school and grade must be listed on the form.

The application must be filled out completely and correctly. Instructions are included.

### **Return completed F/R Applications to:**

School District of Ashland  
District Office - Food Service Dept.  
2000 Beaser Avenue  
Ashland, WI 54806

Completed forms may be given to your child's teacher, the main office, to any food service cashier, or at the district office.

You will be informed by mail, approximately 2 weeks after your application is processed, whether your application has been approved or denied.

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### **Nondiscrimination Statement:**

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, audiotope, 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/ad-3027.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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

