Chequamegon School District

FOOD SERVICE ACCOUNTS

The Chequamegon School District will provide daily food service for students. Through a computerized accounting program, the Chequamegon School District shall maintain family accounts for payments of all meals. **Meals must be prepaid**. All family and staff members are required to maintain a positive food service account balance.

It is the **responsibility of the parent(s)/ guardian(s)** to **keep track of the balance** in their family account and **make timely payments** to the school to avert a negative balance. Balances can be checked by entering the school website at www.csdk12.net and **clicking on** the **Parent Portal link**, or by calling any school office during school hours. Payments are accepted at each school's office.

Lunch account payments can be made through the Infinite Campus portal using a personal bank account or credit card. There is no service charge for making payments online. Instructions for online payments will be available on the district's website and through the office once the service is set up and working.

Students who are eligible for free and reduced meals are allowed to receive one free or reduced breakfast and one free or reduced lunch daily. **Additional meals, milk, or individual food items will be subtracted from the family meal account.**

Lunch Account Deactivation:

Lunch accounts must have a positive balance. The family accounts will be reviewed every week, and families with negative balances will be notified.

If the account is still negative after 5 school days, a letter will be mailed home notifying the family that the lunch account will be suspended. A family will have one (1) week from the date the letter is mailed to restore a positive balance in the account.

1. The family account will be suspended one (1) week after the letter is sent from the school office unless sufficient payments are received by any school office to establish a positive balance in the family account.

2. If a family account is suspended, their children will not be able to charge additional meal or milk purchases.

3. If the family account is deactivated, the parent(s)/guardian(s) shall be responsible for providing a bag lunch for their children until the family account is reactivated.

4. A student whose family account has been deactivated will be called to the building school office where the principal will inform the student of the deactivation in private. The principal of elementary (preK-3) students will also inform the classroom teacher of the deactivation.

5. If the parent(s)/guardian(s) fail to provide the student with a meal, the school will provide the student a carton of milk and snack for a maximum of five (5) school days.

6. If the parent(s)/guardian(s) thereafter fail to provide the student with a bag lunch or lunch money, the school district will file a report with the Department of Human Services.

In accordance with USDA regulation, students who have had their family accounts deactivated may continue to purchase meals or milk by presenting cash for the meal or milk purchase at their building school office.

Free and Reduced Meals:
Applications are available to anyone who may qualify per the current income eligibility guidelines. The applications are available during the start of each school year and are available at any time during the school year should the income status of a family change. For more information, assistance or help call the District office at (715) 762-2474, ext 2425.

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.fns.usda.gov/cr/discrimination-complaint-form 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

This institution is an equal opportunity provider.