Policies

Westerly Public Schools
Meal Payment Policy

Policy Statement
Westerly Public Schools is committed to providing the best possible service concerning all facets of the school breakfast/lunch experience.

Intent
The intent of this policy is to outline the management of school breakfast and lunch purchases, should students and their families choose to participate in the program.

1. Westerly Public Schools and the Food Service Vendor encourage parents to pre-pay for their children's meals using www.myschoolbucks.com. Pre-payments for breakfast and lunch can be made via check or cash at the child's school cafeteria or through the MySchoolbucks.com website using a credit card.
2. Through the "MySchoolBucks" website or free mobile app, parents can set up reminders when a balance approaches any specified dollar amount. Westerly School District's Food Service Vendor automatically notifies families when a student's balance is a negative amount by sending out letters via email or to the student's home address. While it is the parental responsibility to satisfy all associated financial obligations concerning the breakfast/lunch program, recurrent notifications are sent to families as courteous reminders. If further collection actions are needed, the Food Service Director will bring the issue to the School Principal and/or School Director of Finance for further collection actions.
3. Students needing a lunch and not having money to purchase one will be allowed to charge a full lunch. Students will not be permitted to charge a la carte items.
4. Westerly Public Schools and the Food Service Vendor will provide the applications and support families through the free/reduced hot lunch application process as needed. Applications are available during registration, through the individual schools, as well as on the district's website: www.wpsri.org.
5. Westerly Public Schools and the Food Service Vendor will strongly encourage parents to monitor their students' breakfast/lunch account activity through the Myschoolbucks.com online system. This system can be used to make payments, monitor account activity, and confirm receipt of payments. To register, parents can go directly to the www.myschoolbucks.com website. Parents are expected to pay the final bill at the end of the school year.
6. Unpaid balances will be carried to the next school year. Outstanding balances from previous school years are owed until paid. If a student has funds on a prepaid account, any balance at the end of the year will carry over to the following school year. Any balances can be transferred to another student (sibling, friend, etc.). Transfers can be made between family members through their account. Requests for assistance can be made by calling or e-mailing the Food Service Office.
7. After one (1) year of inactivity any remaining credit balance on a school lunch account for a student who is no longer enrolled in Westerly Public Schools will become the property of the

Westerly Public Schools Lunch Program. The funds will be used as a donation to the School Lunch Program to offset uncollected debt.

8. The Food Service vendor will track negative balances and report to the School Director of Finance prior to the close of the school year (June 30th). The School Director of Finance shall cause a journal entry to be made to fund any uncollected debt from inactive accounts, considered bad debt, from the School General Fund.
9. Westerly Public Schools reserve the right to engage a collection agency.

Adopted: December 3, 2014
Revised: August 23, 2017
Revised: August 12, 2020
Revised: May 20, 2026