

## **NEGATIVE MEAL ACCOUNT PROCEDURE**

The District shall establish a procedure to maintain control over meal accounts which are not kept at a positive balance. Prepayment is required in family meal accounts, which includes charges for breakfast, lunch and other a la carte items.

Every effort will be made by the Oconomowoc Area School District to keep parent(s)/guardian(s) informed regarding their family meal account. However, it is ultimately the responsibility of the parent(s)/guardian(s) to maintain a positive balance in their account so that the district can provide meals to their children.

- 1) Family Access: Through this online program, parents have the ability to track activity/usage, view their balance and deposit funds into their account. The District highly encourages families to utilize this tool to manage their account.
- 2) When a family meal account balance is below the designated amount, an automated low balance reminder email will be sent on designated days of the week.
- 3) The following consequences will occur when a family meal account becomes negative:
  - a. At the High school level: if an account is negative more than \$25, students will be unable to participate in the ala carte program.
  - b. At the Intermediate school level: if an account is negative more than \$50, students will be unable to participate in the breakfast and lunch service program. Students with a negative balance will be unable to participate in the ala carte program. An alternative meal will not be provided.
  - c. At the Elementary school level: if an account is negative more than \$50, students will be unable to participate in the breakfast and lunch service program and an alternative meal will not be provided.
- 4) When a family meal account becomes negative, an automated email and voicemail will be sent out weekly until the balance is brought positive. The family will also continue to receive the low balance reminder emails.
- 5) If the negative balance continues, the matter will be referred to the principal and guidance department.

Any student may pay for a meal in line, even if their account is negative.

All parents are encouraged to apply for free or reduced meals to check for eligibility. Forms are available at the school and on the District website.

Students eligible for free meals will not be denied a meal because of a negative account balance, however they will not be allowed to charge a la carte items, including milk to have with a cold lunch.

USDA regulations allow students other than those who qualify for free meals to be denied a meal if their account balance is negative and they do not have money in hand to pay for a meal.

If a negative balance continues and the parent or guardian fails to provide a meal or money, the school social worker will be contacted to address the student's needs.

### **Uncollected Balances**

The Director of Business Services or designee will make a reasonable effort to collect all food service charges to the District. The BOE authorizes the District administration, including Director of Business Services to collect food service charges which are delinquent through legal means including but not limited to referring the matter to a collection agency.

### **Refunds**

At the end of the year, a family that no longer has children attending school, moves out of the district, or becomes eligible for free lunch, may request reimbursement for any balance in the family. Any balance in the family account will be carried over to the next year for families with children continuing in the school district.

### **USDA Nondiscrimination Statement**

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