

719 LUNCH PROGRAM PAYMENT POLICY

I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures throughout the district in the provision of meals to students and staff.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of ISD 518 to provide breakfast and lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner.
- B. ISD 518, Worthington, recognizes the parent/guardian's responsibility to provide breakfast and lunch for the children. Proper nutritional intake is essential for adequate learning to occur.
- C. The Food Service Department utilizes a computerized Point of Sale system requiring pre-payment. Students may purchase meals when funds have been deposited into their family account. Cash payments are always accepted and students selecting ala-carte options can use cash or positive lunch account funds at the Middle School/High School.
- D. Account balances must be positive. The lunch account works similar to a checking account. When a meal or item is purchased, the amount is deducted from the family lunch account. School lunch account information may be accessed online or by calling ISD Food Service personnel.
- E. Families may apply for free/reduced meals anytime during the school year. Applications are provided to all families in the district prior to the school year. In addition, applications are available at the district office and at each school, and online at the school website www.isd518.net.

III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

Family balances are available on Infinite Campus Parent Portal, which can be accessed through the ISD 518 website. Statements may be requested at any time from the Food Service Director via email or telephone.

- A. The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their student account at the beginning of the year and during the course of the school year.

- B. The parent/guardian will be notified when their student account reaches a balance of \$10.00 or less at Prairie Elementary, and will continue weekly until money is deposited into the account. Phone calls will be made on a daily basis when the account reaches a negative (-) \$5.00 for all students in all buildings. Letters are sent home weekly with Middle School students when the account reaches a negative (-) \$10.00 balance. Letters are mailed to High School and ALC students bi-weekly. The parent/guardian will continue to receive notifications from the Food Service Director until a deposit has been made and their account reaches a zero or positive balance. Phone calls will continue on a daily basis until the account is rectified.
- C. Ala carte items may be purchased cash-in-line for negative account-balance families.
- D. When a student account reaches negative (-50.00), the Food Service Director will initiate a mandatory phone call to the Parent/Guardian to complete appropriate paperwork or payment arrangements to pay off the lunch account balance.
- E. For Middle School/High School students, if the family fails to make payment arrangements for the current negative balance within a week of the mandatory phone call, the Food Service Director will notify Food Service Staff to provide the student(s) with an alternate lunch until the negative balance is paid.
- F. Assistance from county social services or law enforcement may be requested by the school when above procedures are unsuccessful.
- G. Families who have been notified of negative balances and who have not made payment arrangements or paid in full by the end of the school year will be turned over to a collections agency designated by the district, or will be taken to small claims court.

IV. STAFF MEALS

- A. Staff meals may be purchased at a price determined by the Food Service Department. There shall be no complimentary staff meals. Portions for individual items may not exceed those given to high school aged students.
- B. Staff showing a negative balance of \$25.00 or more in their account will have their account closed until payment is made in full.

V. SECOND MEALS

- A. A second meal that has three to five food groups may be purchased at a price determined by the Food Service Department.

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