

Wayland Union Schools Food Service Department

Scott Larson, Director of Dining Services

324 W Sycamore St., Wayland, MI 49348

Wayland Union Schools Meal Charge Administrative Guidelines (AG 8500D) Procedures

Effective Date: September 5, 2017

Background:

According to the United States Department of Agriculture Food and Nutrition Service, school districts are not obligated to provide meals, nor extend credit to children who forget their lunch money.

The Wayland Union Schools Food Service Department, however, realizes the need to provide nutritious meals to students, so they are best prepared to learn. The Food Service Department must do so in a fiscally responsible manner.

Upon enrollment, all students have a Food Service account created in order to properly account for meals provided, as well as for maintaining positive and negative account balances.

Policy:

Student account balances for all grade levels shall be set at a level not to exceed a negative balance in the amount of \$10.

Once a student's account balance reaches, or exceeds a negative balance of \$10, the student will receive a negative balance meal consisting of a choice of either a peanut butter or a cheese sandwich. In addition, the student will be able to choose his/her fruit and vegetable component(s) from the food bar and will also be able to select his/her choice of milk. Negative balance meals will be charged to student accounts.

Snack, beverage or "ala carte" items shall not be charged under any circumstance where a student balance is \$0.00, or negative. This includes second meals and entrée only purchases.

As the District believes that breakfast is the most important meal of the day and that hungry students cannot learn, breakfast meals shall be allowed to be charged and no alternate meal will be offered. All breakfasts served will continue to increase the negative balance.

When a student account balance reaches \$5.00 or less, a low, or negative balance notification will be sent to the parent/guardian electronically. Notifications will continue to be sent electronically on a daily basis until funds are provided for the student's account to bring the balance to above \$5.00.

Negative balance procedure for elementary level students:

- On the first instance a student's account reached a negative balance, the student will receive a verbal indication of their negative balance from the cashier.
- On the second instance a meal is charged, a blue low balance slip (in an envelope Attn: Parent/Guardian) will be handed to the student by the cashier. This low balance slip will state that a deposit must be made to the student's account and only two (2) additional meals may be charged before the student will be required to choose a negative balance meal.
- On the third instance a meal is charged, a yellow low balance slip (in an envelope Attn: Parent/Guardian) will be handed to the student by the cashier. This low balance slip will state that a deposit must be made on the student's account and only one (1) additional meal may be charged before the student will be required to choose a negative balance meal.
- On the final instance a meal is charged, an orange low balance slip (in an envelope Attn: Parent/Guardian) will be handed to the student by the cashier. This low balance slip will state that a deposit must be made on the student's account and no additional meals may be charged. The next meal will be a negative balance meal unless a deposit is made to the account.
- When a student must choose a negative balance meal, his/her teacher will receive an email from the cafeteria manager in the morning prior to choosing his/her meal selection for the day. The teacher will remind the student they must sign up for a negative balance meal for the day.

Negative balance procedure for intermediate level (Pine) and secondary level students:

- On the first instance a student's account reached a negative balance, the student will receive a verbal indication of their negative balance from the cashier.
- On the second instance a meal is charged, a blue low balance slip (in an envelope Attn: Parent/Guardian) will be handed to the student by the cashier. This low balance slip will state that a deposit must be made to the student's account and only two (2) additional meals may be charged before the student will be required to choose a negative balance meal.
- On the third instance a meal is charged, a yellow low balance slip (in an envelope Attn: Parent/Guardian) will be handed to the student by the cashier. This low balance slip will state that a deposit must be made on the student's account and only one (1) additional meal may be charged before the student will be required to choose a negative balance meal.
- On the final instance a meal is charged, an orange low balance slip (in an envelope Attn: Parent/Guardian) will be handed to the student by the cashier. This low balance slip will state that a deposit must be made on the student's account and no additional meals may be charged. The next meal will be a negative balance meal unless a deposit is made to the account.
- Students will be required to choose a negative balance meal when arriving to the cafeteria. The four (4) prior notifications will serve as sufficient reminder to the student.

When a student account balance reaches a negative \$15.00 balance, the Food Service Director will call the student's parent(s) to determine when payment can be expected.

When a student account balance reaches a negative \$25.00 balance, the Food Service Director will alert the Director of Finance and Operations who will then determine next steps, which may include some, or all of the following:

- 1) Contacting the Department of Social Services on behalf of the student;
- 2) Determining whether or not the parent should be contacted and advised to provide lunch for the student;
- 3) Contacting a collection agency.

Sample notification slips:

First Notice of Negative Lunch Account Balance

Your child's lunch account has reached a negative balance. Please submit payment. You may do so by sending cash or check with your child to be given to the cashier or by paying with a credit card on the Infinite Campus Parent Portal.

Your child will receive two (2) more notifications before receiving a negative balance meal consisting of a peanut butter or cheese sandwich, fruits/veggies and a milk.

Have you applied for Free or Reduced Meal Benefits?
Please contact Food Service Department at 269-792-3150 for details.

Second Notice of Negative Lunch Account Balance

Your child's lunch account has reached a negative balance. Please submit payment. You may do so by sending cash or check with your child to be given to the cashier or by paying with a credit card on the Infinite Campus Parent Portal.

Your child will receive one (1) more notification before receiving a negative balance meal consisting of a peanut butter or cheese sandwich, fruits/veggies and a milk.

Have you applied for Free or Reduced Meal Benefits?
Please contact Food Service Department at 269-792-3150 for details.

Final Notice of Negative Lunch Account Balance

Your child's lunch account has reached a negative balance. Please submit payment. You may do so by sending cash or check with your child to be given to the cashier or by paying with a credit card on the Infinite Campus Parent Portal.

If payment is not received, your child will receive a negative balance meal consisting of a peanut butter or cheese sandwich, fruits/veggies and a milk.

Have you applied for Free or Reduced Meal Benefits?
Please contact the Food Service Department at 269-792-3150 for details.