

Wayland Union Schools Food Service Department

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

Effective Date: May 21, 2021

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:

Meal charge policy that prevents lunch shaming with the specifics outlined in State Aid Section 31k as follows:

- Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to wear a wristband or hand stamp.
- Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to perform chores or other work to pay for school meals.
- Prohibits the requiring of students to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative balance.
- Prohibits the direct communication with a student about a negative balance unless your district has unsuccessfully attempted to contact the student's parent or legal guardian first through telephone, mail, and electronic mail.
- Prohibits discussing a negative balance with a student in the presence of other students.

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

Snack, beverage or "a la 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 school meals are important and that hungry students cannot learn, meals shall be allowed to be charged and no alternate meal will be offered regardless of the student's current account balance. All meals 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, including Pine Street:

- A notification slip will be given to teachers to include in paperwork being sent home to parents/guardians. Additionally, Food Service staff will reach out to parents via phone or email as needed.

Negative balance procedure for secondary level students:

- Food Service Administrative Office will reach out to parents/guardians when balances exceed a negative \$10 by email and/or phone contact.

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.