

UNPAID MEAL CHARGES

**1. Use of Nutrikids System by Students**

- a. Each student is issued a four digit pin number that is associated with their Infinite Campus ID. Additional meals, extra portions (when offered) and other a la carte options are available at market prices to secondary students in grades 6-12. Parents/guardians of secondary students must notify food service staff if they want to limit this spending.

**2. Account Deposits**

- a. Online payments may be made using credit cards or checking accounts. The district is utilizing [myschoolbucks.com](http://myschoolbucks.com) to process online transactions with the assistance of a secure third party payer.
- b. A standard transaction fee is charged to the parent and paid to the secure third party payer for using the online payment option. The district does not benefit from this service.
- c. Parents may make payments at any school office at no cost to them. Payments may also be mailed to MHASD High School, 305 S. 8<sup>th</sup> Street, Mount Horeb, WI 53572.

**3. Insufficient Student Accounts**

- a. Unless they have opted out, parents will be notified by district email daily for each student once their account balance reaches the amount equivalent to 5 days of lunch.
- b. Students will not be allowed any a la carte, extra portion, or extra milk charges if they do not have sufficient funds in their account.
- c. Parents will receive a call from an automated caller when the family balance reaches \$-.01. They may receive a call each day until payment is made. Calls are not made on Saturday or Sunday.
- d. Parents will get a personal phone call and a personal email once their balance reaches \$-10.00. Parents are expected to pay in full or contact the school to set up a payment plan.
- e. If a student account reaches \$-20.00 with no payment arrangements in place, the student will be served an alternate lunch of a Turkey/Cheese Sandwich, Fruit, and Milk for \$1.50 charged to the student account.
- f. If a parent does not pay or make payment arrangements within 10 school days of receiving the alternate lunch, the District may file a claim with the small claims court or utilize the services of a collection agency, credit bureau and/or legal counsel to secure collection on unpaid debts not paid within 30 days of notification. The charges for filing claims with small claims courts or for securing the services of a collection agency shall be added to the unpaid debt due the District.
- g. In accordance with USDA regulations, students receiving *free meal benefits* cannot be denied a meal for any reason, including failure to maintain funds in their lunch account. Also, *paid and reduced eligible* students must also be provided a meal if they have the cash to pay for a current day's meal, even if their lunch account includes a delinquent amount.

**4. Insufficient Staff Accounts**

- a. Staff will receive a call from an automated caller when the family balance reaches \$-.01. They may receive a call each day until payment is made. Calls are not made on Saturday or Sunday.
- b. Staff will be notified by email weekly of their account balance once it reaches \$-.01.
- c. The direct supervisor of the employee will be notified once their account reaches \$-20.00.
- d. At the end of the school year, overdue staff balances will be deducted from the staff members paycheck.

**5. Refunds and Other Credits to Lunch Accounts**

- a. Any funds remaining in a student meal account shall carry over to the next school year.
- b. If a student graduates and they have siblings, their funds will be divided among their accounts.
- c. If a student graduates and they do not have siblings, they will receive a refund automatically if the amount is greater than \$5.00.
- d. All refunds or other credits to a student account greater than \$5.00 shall be requested by the parent/guardian. Checks are then issued within the next six to eight week period utilizing the Business Office.
- e. Any refunds not issued will go into a fund to assist with unpaid meal charges. Parents may also wish to donate their balances to this fund.

Current Related Board Policies: Unpaid Meal Charges, #762

Legal Reference:

Board of Education Notified: January 27, 2017