

## **715 MEAL CHARGE MANAGEMENT**

### **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 #463 to offer breakfast and provide lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner.
- B. ISD #463 (Eden Valley-Watkins Public Schools) recognizes the parent/guardian's responsibility to provide breakfast and lunch for their 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-payments. Students may purchase meals when funds have been deposited into their personal accounts. Cash payments are always accepted and students selecting ala-carte options can use either cash or positive lunch account funds at their respective schools.
- 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.
- 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 online at the District website: [www.ev.w.k12.mn.us](http://www.ev.w.k12.mn.us)

### **III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS**

Family balances are available on the Parent Portal. The Parent Portal may be accessed through the district's website. Statements may be requested from the Food Service Director via email or telephone anytime. The email address of the Director is posted on the District website.

- A. The Food Service Program is a pre-payment program. Families are expected to have a positive balance in the food service account at the beginning of the year and during the course of the school year.
- B. The parent/guardian will be notified by the director via email when the family account reaches a balance of \$25.00 or less.
- C. All students in grades K-12 will be notified in the lunch line at check-out each day when their account is at \$5.00 or less.
- D. Ala carte items may be purchased cash-in-line for negative account-balance families.
- E. Statements are also mailed at the end of each week to families with a negative balance in their food service account.
- F. If a family account drops below \$0.00, Food Service staff or director will call the family via the phone number on file. If the family cannot be contacted, a letter will be sent to the address on file.

Individual lunch account privileges within families with negative account balances of \$25.00 or more may, at the discretion of food service leadership and school administration, be deactivated or suspended to prevent further unpaid purchases from occurring. Notification of this action will be sent by letter to the family address on file.

- G. Assistance from county Social Services may be requested by the school social worker for possible neglect when above procedures are unsuccessful.

#### **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. To be eligible for the staff meal price, portions for the 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 of the five food groups may be purchased at a price determined by the Food Service Department.

#### **REFERENCES:**

Eden Valley-Watkins Public Schools Website: [www.ev.w.k12.mn.us](http://www.ev.w.k12.mn.us)