

NUTRITION SERVICES- UNPAID MEAL CHARGES PROCEDURE

Charging Policies and Negative Balances:

The Wilson Creek School District believes it is in the best interest of students grades Pre-K – 12th grades are to be provided nutritious meals for maximizing learning. We realize there are extenuating circumstances in life. However, we must limit individual negative account balances to ensure financial accountability. The following procedures are in place:

Pre- School through 12th Grade Student Charge Procedure

- No tray will be withheld from any student regardless of their Food Services balance.
- Will be notified either verbally, by email, or through SMS message, using designated contact information acquired during enrollment by parent or guardian from the School Messenger form. School Messenger will send out automated phone notification twice a week for negative balances, and once a week for a low Food Service balance. Paper notification will be sent out by the District Secretary to notify the parent or guardian of a negative balance of \$10.00 or more.
- When students balance reaches negative -\$10.00, a low payor balance notice will be sent home.
- Verbal notification and/or paper notification will be mailed home on the 15th of each month starting in November until the account reflects a positive balance.
- When a student balance reaches negative -\$20.00 the parent is contacted by the office staff to determine the ability to pay and/or if assistance can be offered.
- The District Secretary will submit a report to the Business Manager monthly on the 15th regarding Food Service Notices that have been sent out. A negative Food Service Balance consisting of a negative for more than 60 days may be submitted to the Business Manager for review.
- The Business Manager may send written notification to the parents of the students with balances in the amount of -\$40.00 or more via mail after the 60-day notice of a negative food service balance has been sent. Said notification will include a statement that the food account is in a negative state including payment due, and a notice of a possible collection agencies involvement if the negative balance is not paid by the 15th of the month in the 90th day from first written notice.
- After the 15th day of the month on the 90th day after first written notice the negative balance hasn't been paid, the Business Manager may submit all delinquent food service account(s) -\$40.00 or more to a collection agency.
- Students will continue to receive meals even with an overdrawn balance.
- Charging (overdrawing) is strongly discouraged.

Lunch Account Refunds for students withdrawn from the District:

If a student withdraws during the school year and they notify the district; the parent or guardian can fill out a Wilson Creek Food Service Request for Refund to Parent/Guardian form found at the district office, or on the district website under the Food Service tab.

1. The office will send the original to the Business Manager for processing.
2. Once the form has been submitted to the District Office for refund; the food service account will be zeroed out (closed) by documentation of sent refund.

For graduating senior with a remaining balance over \$10.00 in their food service account with no sibling to transfer the balance to the parent or guardian can fill out a Wilson Creek Food Service Request for Refund to Parent/Guardian form found at the district office, or on the district website under the Food Service tab.

1. The office will send the original to the Business Manager for processing.
2. Once the form has been submitted to the District Office for refund; the food service account will be zeroed out (closed) by documentation of sent refund.

All active student and staff funds that are not refunded will carry over to the next school year.

District Employee Charge Procedure

The Wilson Creek School District provides nutritious meals to staff and students alike. To promote healthy eating, it is encourage to the staff to eat a hot lunch provided by the kitchen whenever possible. That being said, the district must limit individual negative account balances to ensure financial accountability. The following procedures are in place for staff:

- Employee may be notified either verbally, by email, or through SMS message, using designated contact information acquired during the hiring process, or per requested update. Paper notification will be sent out by the District Secretary to notify the staff members of a negative balance.
- Verbal notification and/or paper notification of a negative balance will be mailed home or placed in school designated mail box in staff room on the 15th of each month starting in November until the account reflects a positive balance.
- The District Secretary will submit a report to the Business Manager monthly on the 15th regarding Food Service Notices that have been sent out. A negative Food Service Balance consisting of a negative for more than 60 days may be submitted to the Business Manager for review.
- The Business Manager may send written notification to the staff member with a balance in the amount of -\$40.00 or more via mail after the 60-day notice of a negative food service balance has been sent. Said notification will include a statement that the food account is in a negative state including payment due, and a notice of a possible collection agencies involvement if the negative balance is not paid by the 15th of the month in the 90th day from first written notice.
- After the 15th day of the month on the 90th day after first written notice the negative balance hasn't been paid, the Business Manager may submit all delinquent food service account(s) -\$40.00 or more to a collection agency.
- Charging (overdrawing) is strongly discouraged.