

Adopted: 8/24/2009  
Revised: 10-24-2016

PAS Policy 760

## **760 Lunch Program Payment Policy**

### **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 #2689 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 #2689 (Pipestone Area 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 account. Cash payments are always accepted and students selecting ala-carte options can use either cash or positive lunch account funds at the Middle School/High School.
- 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: <http://www.schoolnutritionandfitness.com/index.php?page=lunchapps&sid=1408151709172457>
- F. School Food Service procedures and guidelines will provide supplemental procedural information to policy 760.

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

Family balances are available on SchoolView. The Parent Portal may be accessed through the district website. Statements may be requested from the Food Service Director via email or telephone. 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 their students account at the beginning of the year and during the course of the school year.
- B. The parent/guardian will be notified when their students account reaches a balance of \$10.00 or less.
- C. The parent/guardian will receive a 2<sup>nd</sup> notification from the Food Service Director when their students account reaches a zero or negative balance.
- D. Ala carte items may be purchased cash-in-line for negative account-balance families.
- E. A negative balance of \$10.00 initiates notification to the school principal, who will communicate to appropriate staff to contact parent/guardian.
- F. When a student account reaches negative (-) \$25.00, a mandatory meeting with school personnel will be held to complete appropriate paperwork or arrangements to balance lunch accounts.
- G. The principal will notify Food Service to provide a student with an alternate lunch when the negative balance is not paid.
- H. Assistance from county social services or law enforcement may be requested by the school when above procedures are unsuccessful.
- I. Families who have been notified of negative balances and who have not made payment arrangements or paid in full by the end of the school year will be turned over to collection agencies designated by the district, or will be taken to small claims court.

### **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. Portions for 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 to five food groups may be purchased at a price determined by the Food Service Department.

### **REFERENCES**

School Nutrition and Fitness website:

<http://www.schoolnutritionandfitness.com/index.php?sid=1408151709172457>