

SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS

BARABOO SCHOOL BOARD POLICY

760-Rule

All Students

A student will always be permitted to select and receive one of the standard meal options that is offered on the daily menu if either of the following apply:

1. The District has determined that the student is currently eligible to receive free meals at school; or
2. The student has sufficient funds to pay for the meal the day the meal is purchased, even if the student's account currently has an unpaid negative balance from prior charges.

Meal Charges for Elementary and Middle School Students

When an elementary or middle school student wishes to purchase a school meal or any other food service items, but does not have enough money to pay for the items at the time of service, the District's food service account system normally allows the student to charge until her/his account has a \$0.00 balance before the District will take steps to restrict the student's food choices.

Students who are not eligible for free school meals, who do not have money to pay for their food, who are not permitted to charge items, and who do not bring food from home will be offered an alternate meal at lunch only. The student's food service account will be charged for the price of a meal for the alternate meal.

The alternate meal normally consists of the following:

1. Sack Lunch: a peanut butter & jelly or a cheese sandwich, string cheese, white milk, fruit cup, and carrot sticks.

Meal Charges for High School Students

When a high school student wishes to purchase a school meal or any other food service items, but does not have enough money to pay for the items at the time of service, the District's food service account system normally allows the student to charge until her/his account has a \$0.00 balance.

Students who are not eligible for free school meals, who do not have money to pay for their food, who are not permitted to charge items, and who do not bring food from home will not be offered an alternate meal. The student is ineligible to select and receive food from the District's food service program.

Consequences for Abuse of Privileges

School officials will address any possible abuse of the privilege of charging food service costs and, if applicable, any overuse of the alternative meal option with the student's parent or guardian. The District may suspend one or both of these privileges if the District determines that there has been abuse of the privilege.

Collection Procedures for Food Service Debts

The District strongly encourages school families to establish and regularly fund a prepaid food service account for each student in the household. A negative balance in a student food service account is a debt that is owed by the student's parent or guardian (or, if applicable, by an adult student).

Once a student's account has a negative balance, the District will make an initial and at least one documented follow-up attempt to collect the debt by providing a person responsible for payment with notice (e.g., by mail, email, telephone, or a similar method) of the amount owed. Payment is due immediately upon notice. IF these attempts are not successful, a school official will attempt to make a person-to-person telephone contact or schedule an in-person meeting with a person responsible for payment. The parties may discuss payment plan options. If a negative balance still has not been paid after the previous steps:

1. Debt in a student food service account is not automatically discharged, forgiven, or reduced at the end of the school year or due to a change in a student's enrollment status (e.g., graduates, transfers, drops-out, etc.).
2. At its discretion, the District may continue to pursue collection efforts.
3. To the extent permitted by law, the District may attempt to achieve collection of a food-service-program debt by referring the debt to a collection service, initiating an action in small claims court, or by pursuing other legal action. Costs associated with such actions may be added to the debt that is owed. However, before the District takes any of the steps identified in this paragraph, the District will communicate the intended course of action to a person responsible for payment and provide a final notice of the amount due.

Referral to Social Services

Parents, guardians, and other caregivers must plan for their children to have adequate access to food and nutrition. When a District employee suspects that a responsible adult's actions or inactions may constitute a failure, refusal, or inability to provide necessary care or food for the child that endangers the child's physical health or the child's ability to attend school, the employee may conclude that she/he is required to file a report with or make a referral to an appropriate social services agency.

Additional Information and Assistance

For assistance with all issues and questions related to the District's food service program, including eligibility and applications for free or reduced-priced meals, student food service accounts, payment methods, the District's online account management system, as well as the specific issues addressed in this Rule, school families can refer to <http://www.baraboo.k12.wi.us/parents/foodservices.cfm>, or contact the Food Service Director at 608-355-3980 ext. 2220, or at

Food Service Director
Baraboo High School
1201 Draper St
Baraboo, WI 53913

USDA *Nondiscrimination Statement:*

This institution is an equal opportunity provider.

Esta institucion es un proveedor que ofrece igualdad de oportunidades.

Last Updated: June 12, 2017