



## Student Meal Account Policy for USD 204 Food Service Programs (Revised June 19, 2023)

In an effort to reduce or eliminate negative meal account balances in the district, the following policy has been implemented for the district food service programs.

### Student Meal Account Policies

#### **Food Service Department Meal Account Management Guidelines**

Families are expected to provide money for each student's meal account on a regular and consistent basis. In the event this does not occur, the following stipulations apply:

#### **High School (Grades 9-12)**

Cashiers will remind students daily of account balances if the balance falls below \$15.00. Students whose account has reached \$0.00 will not be allowed to purchase meals unless they deposit money in their account or pay for the meal with cash. Parents will be contacted by the Kitchen Manager or Cashier via telephone and / or letter when the account falls below \$0.00 (the school's negative limit). In the event a student's account reaches <\$15.00>, the School Principal or Assistant Principal will contact the family.

#### **Middle School (Grades 6-8)**

Cashiers will remind students daily of their account balance in the event the balance falls below \$15.00. Parents will be contacted by the Kitchen Manager or Cashier via telephone and / or letter when the account falls below \$0.00 (the school's negative limit). In the event a student's account reaches <\$15.00>, the School Principal or Assistant Principal will contact the family.

Students with a **negative** balance will not be allowed to purchase any ala-carte items, including milk to go with a sack lunch from home.

#### **Elementary Schools (Grades K-5)**

Students and parents will be informed of account balances through reminders sent to the parent when the account balance reaches \$15.00. Parents will be contacted directly by the Kitchen Manager or Cashier via telephone and / or letter when the account falls below \$0.00. Students with a negative balance no greater than <-\$15.00> will be allowed to continue to purchase a reimbursable meal (no doubles, seconds or extra milk), unless the purchase would cause the account to exceed <-\$15.00> (the school's negative limit). In the event a student's account reaches <\$15.00>, the School Principal or Assistant Principal will contact the family.

Students with a **negative** balance will not be allowed to purchase any ala-carte items, including extra milk or milk to go with a sack lunch from home.



**Multiple Child / Family Accounts** – In the event more than one child from a family is attending school in USD 204 Bonner Springs / Edwardsville, meal accounts are set up on a family basis. This may affect all of your children regardless of grade level or attendance center as all children in the same family use the same balance of money.

**Automated reminders:**

**Full Pay Students** - All full pay students will receive reminders during the week through the District’s Automated Messaging System in the event their account balance falls below \$15.00. Automated reminders are issued on Wednesday and Sunday evenings.

**Reduced Lunch Students** – All reduced lunch students will receive a weekly reminder through the District’s Automated Messaging System in the event their account balance falls below \$5.00.

**How to pay for student meals:** The Food Service department accepts cash, checks or online credit card payments for student meals.

**Returned Checks & Insufficient Funds:** Account balances will be reduced by the amount of any check returned by the bank resulting from insufficient funds or account closed. Cash must be deposited in the student's account for the amount of the returned check or insufficient funds check before any more checks will be accepted.

**What happens when a student's balance exceeds the school's negative limit?**

When a student's account balance reaches the school's negative limit, students will be provided with an Alternative Grab & Go Meal selected by the student consisting of a Peanut Butter & Jelly Sandwich (or sunbutter & jelly sandwich or cheese sandwich) along with a serving of fruit and vegetables, a serving of yogurt or cheese stick and milk.

After three alternate sandwich meals, every effort will be made to contact the parent(s) and inform them of the situation.

**Inactive Accounts with Positive Balances**

Students or Families, who withdraw from the district, may request a refund for any balances equal to or greater than \$5.00 as long as the request is made within 60 days of the withdrawal date. Refund request forms will be made available on-line or at the school offices. After 60 days, all inactive account balances will be forfeited.