

## **SCHOOL DISTRICT OF RIVER FALLS**

**River Falls, Wisconsin 54022**

763-AP

### **FOOD SERVICE MONEY COLLECTION AND ACCESS**

#### **Food Service Program**

The School District of River Falls participates in the National School Lunch/Breakfast Program and is committed to serving nutritious, high quality and affordable meals that appeal to children and teenagers. Meals are planned and prepared to meet the Dietary Guidelines for Americans emphasizing less fat, saturated fat, sodium and sugar.

The District, in accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, shall not discriminate on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

#### **Procedures**

The River Falls School District uses an automated lunch accounting system to record payments and purchases for family accounts. This is a debit system, similar to a checking account. The account holder or parent/guardian is expected to maintain a positive balance in the food service account at all times, so that there is sufficient money in the account for the student to make a purchase.

The parent/guardian is responsible for monitoring the funds in their account. They will receive low balance email and phone notifications of their account. They have the ability to check the status of their account online. They may also contact our office to request account information.

At the end of the school year, any balance, positive or negative, shall be carried over to the next year. Refunds shall be issued, upon request, to families who will no longer have students attending school.

Free or reduced price meal applications are available online any time during the school year to anyone who feels that the financial condition of their family is such that they cannot afford to pay the cost of a school meal.

#### **Low and Insufficient Account Balances**

It is expected that a positive balance will be maintained in each food service account at all times.

Families with a low (\$15.00 or less) account balance will be notified by an automatic email/calling system. Students and staff will also be informed of low account balances in the lunch line.

Students will not be allowed to purchase extra portions, ala carte items, or extra milk using their account when the account reaches a \$0 balance.

Warning letters will be mailed once a month to those families who have a negative balance of -\$50.00 or more asking to pay the balance in full or arrange a payment plan with the district.

Building principals will be informed of families in their respective buildings who will be receiving this mailing. Building principals will be asked for assistance in resolving each situation.

In accordance with USDA regulations, second meals, ala carte or milks are charged at the full price, and families must maintain a positive balance to make these purchases.

Families in need will be encouraged to complete the Free/Reduced meal application. Balances incurred prior to application approval will be waived.

### **Uncollected Balances**

Administrators are expected to protect taxpayers of the district by making a reasonable effort to collect all delinquent food service charges. The school board authorizes administrators to collect food service charges that are 60 days delinquent through legal means including but not limited to small claims court or use of a collection agency. Costs for collection services will be added to the family account.

CROSS REF.: Policy 343.11 Wellness  
Policy 761 Free and Reduced Price Meals

APPROVED: April 2, 2003  
February 23, 2011  
October 23, 2014  
January 15, 2015  
July 18, 2023