

West Central School District 49-7

UNPAID MEAL CHARGE POLICY

All families are strongly encouraged to apply for free or reduced meals. Visit <http://westcentral.k12.sd.us/foodservice> to complete an application for free or reduced meal eligibility. Students who qualify for free or reduced meals will not be denied a reimbursable meal even if they have accrued a negative balance on their account.

All students at WC are given a 4 digit ID to use at the Point of Sale register in their cafeteria to purchase a meal or ala carte items. Parents and Guardians are encouraged to deposit money in advance to the student's account using www.myschoolbucks.com and or bring cash or check to the cafeteria cashier.

Any student's account that reaches the charge limit of negative \$20.00 and does not bring a lunch from home, they will be given a meal consisting of a sandwich, vegetable, fruit and milk charged to their account for a period not to exceed five days. Any account that has a negative balance will not be able to purchase ala carte items, as they are not part of the School Lunch Program.

Contact is made to a parent or guardian on all negative account balances by either email, phone and through a letter in the mail. Parent or Guardian are encouraged to sign up on www.myschoolbucks.com to receive email alerts, low balance and account purchase information.

If the student exceeds the charge limit of \$20.00, contact is made by the Child Nutrition Office or Business Manger to resolve the unpaid balance with the Parent or Guardian. The collection of the unpaid debt will have a period of when the debt would be paid. If no response from parent or guardian, the next course of action will be determined.

WC administrators are expected to protect taxpayers of the district by making reasonable effort to collect all delinquent food service charges. All graduating senior students are expected to pay their account prior to graduation. All other students who are returning with a positive balance will carry over to the next school year. If a graduating senior has a positive balance, the monies will be distributed to a sibling returning to the district the following year. If account balance is less than \$10, it will be given to the graduating senior on the last day of the school year. If the balance is more than \$10, a check will be mailed out at the end of the school year.

All the information will be posted in the school newsletter, website and school board policy archive visible for all patrons. In addition the policy will be attached to the application packet on the first day of school and to all transfer students during the school year, attaching to the Meal Benefits Application.

Policy

Adopted: 6/12/17