

## WITTENBERG-BIRNAMWOOD SCHOOL DISTRICT MEAL CHARGE POLICY

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The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

### PRICING

- Full Pay Students – Students will pay for meals at the District’s standard meal rates.
- Reduced Meal Benefits – Reduced status students will be allowed to purchase a breakfast for \$.30 and lunch for \$0.40 each day.
- Free Meal Benefits – Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases will be charged at regular prices.

### UNPAID MEALS

#### A. Full Pay/Reduced Meal Benefit Students

##### 1. Elementary and Middle School Students

A list of negative account balances will be compiled on a weekly basis. Letters will be mailed on Wednesday’s for any family account at a -\$15.00 balance. If the negative balance is not paid, effective the following Tuesday, regular meal services will be suspended unless they are paid in cash. Students will be offered a PB&J and milk for one week (charged at standard meal rates). If balances remain unpaid, meal services will be completely suspended the following Tuesday (this includes extra milk purchases).

##### 2. High School Students

A list of negative account balances will be compiled at the end of each week. Letters will be mailed on each Tuesday for any family account with a negative balance. If the negative balance is not paid, effective the following Monday, regular meal services will be suspended unless they are paid in cash. Students will be offered a PB&J and milk for one week (charged at standard meal rates). If balances remain unpaid, meals services will be completely suspended the following Monday.

Once a student’s account balance reaches zero, no a la carte items will be sold to the student unless they are paid in cash.

#### B. Free Meal Benefit Students – Free status students will be allowed a free breakfast and lunch each day. A la carte purchases (including extra milks) must be prepaid. Periodic letters will be send to parents as a reminder that any negative balance is still owed.

#### C. Other Communication Methods – Weekly automated phone calls are made on Monday’s and Thursday’s for all negative account balances. Parents can check lunch balances and food service activity at any time through Family Access. Contact your school office if you need assistance with your Family Access login.

## **FREE AND REDUCED SCHOOL MEAL APPLICATIONS**

Applications for Free and Reduced Price Meals can be submitted to the District at any time during the school year. Paper copies are available in all the school offices and a copy is also available to print from the District's website.

You must submit an application each year to be considered for free or reduced price meals. Even if your child received free or reduced price meals last year, you must submit a new application this year. Any balance owed prior to being determined eligible will remain the responsibility of the parent/guardian.

## **ONLINE PAYMENT OPTION**

The District offers parents the option of making online payments to your child's account using a debit or credit card. Login as well as online payment instructions can be found at: (<http://www.wittbirn.k12.wi.us/district/food-services.cfm>). Please note that a \$2.00 convenience fee will be incurred when using the online payment option.