



Meal Charge Procedures

I. Purpose

The goal of the Kettle Moraine School District is to provide student access to nutritious no- or low-cost meals each school day. However, unpaid charges place a large financial burden on our school. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. The intent of this policy is to establish procedures to address unpaid meal charges throughout the Kettle Moraine School District and to establish payment and operation policy. The provisions of this policy pertain to regular priced school lunch meals and ala carte sales only.

II. Policy

Free Meal Benefit - Free eligible students will be allowed to receive a free lunch each day. A la carte purchases must be paid at the time of purchase or charged to an account. No ala carte sales are allowed to an account with a negative balance.

Reduced Meal Benefit - Reduced eligible students will be allowed to receive a lunch for \$.40 each day. A student will be allowed to charge up to a balance of -\$10.00 to their account after the balance reaches zero. An alternate reimbursable bag lunch meal consisting of a cheese sandwich, milk and fruit will be provided to students with an account of more than – \$10.00. The student's account will be charged for the alternate meal cost. No ala carte sales are allowed to an account with a negative balance.

Full Pay Students - Students will pay for meals at the school's published paid meal rate each day. Students may pay cash at the time of purchase or charge to an open account. An alternate reimbursable bag lunch meal consisting of a cheese sandwich, milk and fruit will be provided to students with an account of more than – \$10.00. The student's account will be charged for the alternate meal cost. No ala carte sales are allowed to an account with a negative balance.

Responsibility - Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals via email and text on Tuesdays and Fridays during the school year. Balances may also be checked anytime by accessing their Infinite Campus accounts.

III. Procedures

Payments - Students/Parents/Guardians may pay for meals in advance by placing money in a student's account via online payment through their Infinite Campus accounts (<https://campus.kmsd.edu/campus/portal/kettlemoraine.jsp>). Funds deposited online will be immediately available. Payments to an account may also be made in person or by mail to the Nutrition Services Department at 563 AJ Allen Circle, Wales WI 53183. Elementary students may also make payments at school by dropping off payment at the school office. **Payments made by mail or at a building will be available in 3 to 5 business days.** High school and middle school students can make payments at the cash registers during lunch time.

Accounts - Each student has an individual lunch account that must be maintained and deposited into. If a parent/guardian wishes to make a single payment to multiple accounts, contact the Nutrition Services office at 262-968-6300 x 5324 to split into accounts. Funds may be transferred to other accounts by also calling the Nutrition Services office.

Remaining Funds - Any remaining funds for a particular student may/will be carried over to the next school year. Funds can also be transferred to a sibling's account. An e-mailed request for refunds of any money remaining in the accounts of withdrawn and graduating students must be submitted to foodservice@kmsd.edu. Students who are graduating at the end of the year are also given the option to transfer remaining funds to a sibling's account or donate to needy students. Unclaimed funds must be requested within one school year. Any remaining unclaimed funds will then become the property of the Kettle Moraine Food Service Program.

Spending Restrictions - A parent may call or email the Nutrition Services Department to place a block on their child's account or to prohibit the purchase of a la carte items or set dollar caps.

Communication - Unless the parent/guardian has chosen to opt out, a weekly automated low balance email reminder will be sent when an account has reached \$5.00. A negative balance email/text will be sent when an account goes into the negative.

Debt - When a check is returned to the Business Office for "NSF", an email will be sent to inform the parent/guardian of the "NSF". The amount of the check will be deducted from the student's account and a \$35.00 fee will be assessed. The District will make every effort to collect unpaid debts or reach a payment plan. In the event these efforts are unsuccessful, the District reserves the right to do any of the following: delay the issuance of report cards, transfer cards, and class assignments; prohibit the student from participating in any fee based activities; prohibit the student from participating in senior activities and/or graduation exercises and receipt of diploma. The District further reserves the right to turn over any unpaid debt to collections.

Non-Discrimination Statement

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