

MEAL ACCOUNTS	
Date Approved:	6/27/16
Date Revised:	/

The Following procedures shall be in place concerning the payment of meal accounts by families:

1. Prepayment is required in family meal accounts, which includes charges for breakfast, lunch and other a la carte items.
2. Every effort will be made by the Birchwood School District to keep parent(s)/guardian(s) informed regarding their family meal account. However, it is ultimately the responsibility of the parent(s)/guardian(s) to maintain a positive balance in their account so that the district can provide meals to their children. Regular and reduced-price families will be asked to make an initial deposit of at least \$10. The maximum amount that a family account will be allowed to go in the negative is \$40.
3. Family Access: Through this online program parents have the ability to track activity/usage, view their balance. The district highly encourages families to utilize this tool to manage their account.
4. When a family meal account becomes negative: High school and middle school students will be given a slip in the serving line; Elementary age students will have a note sent home with them at the end of the day.
5. When a family meal account becomes -\$10: A letter will be mailed to the parent(s)/guardian(s) letting them know that they need to deposit funds into their account so that their children can continue to participate in meal program(s).
6. When a family meal account becomes -\$40: A personal call will be made by the Food Service Director to let parent(s) know that they will need to provide meals from home for their child(ren) until sufficient funds are deposited in their account to bring it back to a positive balance. Regular price elementary age students will not be allowed to participate in the breakfast program. Students eligible for reduced-price breakfast or Free Breakfast will be exempt as there is no charge.
7. Federal Regulations require that school officials provide Reduced priced or Paid (non-Free) meals to eligible children if they have money in hand to pay for the current meal.

Children who are eligible for Free meals must also be provided a meal even if the student owes money (e.g., for second meals purchased). If these children were denied meals, this would violate Instruction 791-1, which prohibits the denial of meals as a disciplinary action. Therefore, even if a student's food service account includes an uncollected amount, the school must provide a meal when the student has money for the current day's meal.

Students eligible for Free meals will not be denied a meal because of a negative account balance (e.g. for ala carte items) however they will not be allowed to charge a la carte items, including milk to have with a cold lunch.