

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**763 Rule**

**SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS**

**Key Responsibilities of Parents and Guardians**

Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account, including making prompt payment of any charges. Parents and guardians should communicate with their child about how meals, snacks, and other food will be provided each day.

**Meal Charges for Students**

When a student wishes to purchase a school meal or any other food service items, but does not have enough money to pay for the items at the time of service, the District's food service account system normally allows a student to charge equivalent to four high school student lunches per family account in his/her account as a negative balance before the District will take steps to restrict the student's food choices.

Students who are not eligible for free school meals, who do not have money to pay for their food, who are not permitted to charge items, and who do not bring food from home will be offered an alternate meal *for* lunch only.

**Consequences for Abuse of Privileges**

School officials will address any possible abuse of the privilege of charging food service costs and, if applicable, any overuse of the alternate meal option with the student's parent or guardian. The District may suspend one or both of these privileges if the District determines that there has been an abuse of the privilege.

**Negative Account Balances**

A negative balance in a student food service account is a debt that is owed by the student's parent or guardian (or, if applicable, by an adult student). Debt that is owed within the food service program does not affect a student's right to access a regular school meal at the time of meal service if either (1) the student is currently eligible to receive free meals at school, or (2) the student has sufficient funds to pay for the meal at the time the meal is purchased.

**Collection Procedures for Food Service Debts**

Once a student's account has a negative balance, the District will make an initial and follow-up attempt to collect the debt by providing the student's parent or guardian with notice (e.g., by mail, email, telephone, or similar methods) of the amount owed. Payment is due immediately upon notice. If these attempts are not successful, a school official will attempt to make a person-to-person telephone contact or schedule an in-person meeting with a parent or guardian. The parties may discuss payment plan options. If a negative balance still has not been paid after the previous steps:

1. Debt in a student food service account is not automatically discharged, forgiven, or reduced at the end of the school year or due to a change in a student's enrollment status (e.g., graduates, transfers, drops-out, etc.).
2. At its discretion, the District may continue to pursue collection efforts.

3. Debts owed to the District's food service program may result in the denial of certain school-related privileges in the same manner that applies to other past-due school fees and charges.

### **Online Account Management**

The District offers an online system that a parent or guardian can use to monitor and manage each child's school food service account, including making payments. Additional information about the online account system can be obtained at [www.dodgeland.k12.wi.us](http://www.dodgeland.k12.wi.us) or by contacting the staff listed below in this notice.

### **Prepayment**

The District strongly encourages school families to establish and regularly fund a prepaid school food service account for each student in the household.

### **Making Payments**

In addition to using the online account system to make payments, a person who needs or wishes to make a payment for a student's meals or food service account may (1) present a payment in person using during normal school hours, (2) bring cash to the main office of the student's school in order to pay for a student's meal or other food service items on the actual day of service, (3) provide a student with cash to pay for items on the day of service, or (4) request consideration of other methods by contacting the Food Service Director.

The District charges a fee for each check that is returned or denied payment by a financial institution. After a check is returned or denied payment, the District may refuse to accept payment by personal check in the future.

### **Payment while an Application for Free or Reduced-Price Meals Is Processed**

An application for free and reduced-price meals can be submitted at any time during the school year. However, unless a specific exception applies (such as the temporary carryover of prior eligibility), parents and guardians who submit an application remain responsible for payment of all school meals that their child receives until approval is granted. In addition, approval of an application does not eliminate or reduce any charges that were accumulated prior to the date the application was submitted.

### **Additional Information and Assistance**

For assistance with all issues and questions related to the District's food service program, including eligibility and applications for free or reduced-price meals, student food service accounts, the District's online account management system, as well as the specific issues addressed in these procedures, school families can refer to [www.dodgeland.k12.wi.us](http://www.dodgeland.k12.wi.us) or contact the following:

Food Service Director

(920)386-4404 ext. 1341

### ***USDA Nondiscrimination Statement:***

*This institution is an equal opportunity provider.*

*Esta institución es un proveedor que ofrece igualdad de oportunidades.*