

## **Webster City Schools Foodservice Meal Charge and Unpaid Meal Charge Regulation**

We believe that every child should have the opportunity to eat school breakfast and lunch. We also believe it is the parent/guardian's responsibility to make sure their student(s) have:

- a. Funds deposited throughout the entire school year to the family account or
- b. A current free/reduced application completed, reviewed, and approved each school year.

These regulations are mailed each school year to all households and households transferring to the Webster City School District throughout the year.

*Students who qualify for free meals shall never be denied a reimbursable meal.*

### **I. PURPOSE/POLICY:**

The purpose of this regulation is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this regulation are:

- To ensure that all students are treated with dignity in the serving line regarding meal accounts
- To support positive situations with staff, district business policies, students and parent/guardian to the maximum extent possible
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the high school students
- To establish a consistent district regulation regarding charges and collection of charges.

### **II. SCOPE OF RESPONSIBILITY:**

**The Food Service Department:** Responsible for maintaining charge records and notifying the parent/guardian with written documentation for negative accounts. The foodservice department will also notify the administration of outstanding balances monthly or more frequently as needed.

**The School Administration:** Responsible for contacting parent/guardian and Collection Agency, if the account is owing more than \$50.00.

**The Parent/Guardian:** Immediate payment for all meals purchased.

### **III. ADMINISTRATION:**

1. All students: will be allowed to charge a maximum of \$10.00 for reimbursable meals only.
2. High school students: **No charges will be allowed for A la Carte foods and beverages if funds are not available.** In this instance they may purchase A la Carte foods and beverages with cash.
3. Parent/guardian of students with negative balances will be contacted by the Food Service Department. This will be as a written letter, electronic e-mail, or phone call to the household.
4. The school superintendent and school board will be notified monthly of all negative balances.
5. Upon reaching a negative balance of \$50.00 or more parent/guardian will be notified by mail from the School Administration of the collection agency handling their account.
6. If you have a student(s), and are making **no attempt to pay a negative balance**, the Webster City Community School District reserves the right to send your account to collections with ANY delinquent balance due.
7. Parent/guardian of graduating seniors must pay all balances in full. Any excess funds in the account will be mailed by check after graduation if there are no other students in the household enrolled in our district.
9. Any money remaining at the end of the school year will be transferred to student(s) in the same household that are still enrolled.

**Financial Hardship**

1. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals.
2. Free/Reduced Applications are available on line [www.webster-city.k12.ia.us](http://www.webster-city.k12.ia.us), at the School Administration Building, any school building office, or contact the Foodservice department at 515.832.9228.
3. To receive benefits you must complete and have approved an application each school year. New applications are required each year due to change of employment, number of people in household and/or other life/income changes.
4. You may apply for benefits ANYTIME throughout the school year.
5. Notification of Free/Reduced Applications are mailed before the current school year, a notice is posted in the Daily Freeman Journal.
6. Free/Reduced approved benefits pay for one reimbursable breakfast and one reimbursable lunch per day/per student. If you child purchases MILK ONLY, when bringing a sack lunch you will be charged the current price of a milk and responsible to pay for any/all of these charges incurred.

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