

**MILACA PUBLIC SCHOOLS
SCHOOL BOARD POLICY**

Adopted: September 2017

Reviewed: June 2023

798 UNPAID MEAL CHARGE AND DEBT COLLECTION

I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures throughout the buildings in the provision of meals to students.

II. GENERAL STATEMENT OF POLICY

- A. Milaca Public Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- B. It is the policy of Milaca Public Schools to offer breakfast and provide lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner.
- C. Students may purchase meals when funds have been deposited into their family account.
- D. Families may apply for free/reduced meals anytime during the school year. Applications are mailed to all families in the school district prior to the school year. In addition applications are available at the district office, all school offices and on the districts website under Food Service.

III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

- A. The parent / guardian will be notified when the family account is at \$15.00 or less. Modification of the dollar amount may be made for students receiving free/reduced meals. This will be determined by the Food Service staff and will be based on the number of children in the family receiving free/reduced meals.
- B. High School students will be notified in the line each day that their account is less than \$15.00.
- C. Families may sign up for a low balance e-mail alert. An e-mail will be sent each day that the balance is below \$15.00.
- D. When the balance is negative the Child Nutrition Account Manager and/or the Child Nutrition Director will review the account, actions taken and attempt to contact the parent / guardian. If the Account Manager & Director's attempts are not successful the Principal, School Counselor / Social Worker will be contacted and asked to assist.
- F. Assistance from county Social Services may be requested by the school social worker/counselor for possible neglect when procedures are unsuccessful.