

Policy #: 763

SCHOOL DISTRICT OF WEBSTER

Date Adopted: June 19, 2017

Date Revised: June 13, 2024

Policy Title: Management of School Meal Accounts

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 Webster 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 balance is below \$5.00 an automated phone call will be sent to the primary phone number of the family.
5. When a family meal account becomes -\$10: a personal call will be made by the Food Service Director to let parent(s) know that they need to deposit funds into their account so that their children can continue to participate in the meal program.
6. When a family meal account becomes -\$40: A letter will be mailed to the parent(s)/guardians(s) letting them 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.

Policy #: 763

SCHOOL DISTRICT OF WEBSTER

Date Adopted: June 19, 2017

Date Revised: June 13, 2024

Policy Title: Management of School Meal Accounts

District Nondiscrimination Statement and District Complaint Information

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Wisconsin Statutes

Section 115.34	[school lunch program, generally]
Section 115.341	[school breakfast program, generally]
Section 115.343	[Wisconsin school day milk program, generally]
Section 115.347	[direct certification of eligibility for school nutrition programs]

Policy #: 763

SCHOOL DISTRICT OF WEBSTER

Date Adopted: June 19, 2017

Date Revised: June 13, 2024

Policy Title: Management of School Meal Accounts

Federal Laws

42 U.S.C. §1758(b)(2)(A)	[school district duty to publicly announce the income eligibility guidelines for free and reduced price meals]
42 U.S.C. §1758(b)(6)	[confidentiality of federal meal program application information and eligibility status; disclosure limitations]
7 C.F.R. §210.12	[district duty to involve families in the school meal programs and to inform families about the availability of federal food programs]
7 C.F.R. §245.5	[district duty to inform school families and the community about the availability of reimbursable school meals (whether free, reduced-price, or paid), the eligibility criteria for free or reduced-price meals, and the process for applying for free or reduced-price meals]
7 C.F.R. §245.6	[application, eligibility, and certification of children for free and reduced-price meals and free milk; restrictions on the disclosure and use of information obtained from an application]
2 C.F.R. §200, Subpart E	[standards for allowable costs as set forth in federal cost principles]
2 C.F.R. §200.426	[treatment of bad debt under federal funding requirements]