

## **West Fork Nutrition Account Procedures**

### **Reference: School Board Policy 710.4**

*Implementation July 18, 2022*

In accordance with state and federal law, the West Fork Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

#### **Payment of Meals**

Students will have use of a meal account. **When account balances reach a negative amount students will no longer be able to charge extra entrée, milk or any a la cart items until the account is in the positive.** Parents are strongly encouraged to keep a positive balance in their family lunch/breakfast account at all times. If family accounts are in a negative status the school district prefers that meals be pre-paid for with cash at the time of purchase rather than charging to the meal account. ***NOTE: Preschool snack fees will also be taken from the family account and do not qualify for Free/Reduced status.***

#### **Payment Options**

- Payment can be made online through the JMC Parent Portal – JMC Online Payments
- Credit/Debit card payments can be accepted over the phone using the JMC System
- Cash and Checks will be accepted at each building
  - *Checks should be made out to West Fork CSD and should have your student(s) first and last name in the memo line*
- **NOTE:** Free/Reduced Applications should be filed at the beginning of the school year and at any time your financial status changes

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal.

Employees may use a charge account for meals, but must maintain a positive balance in their account at all times. When an account becomes negative, the employer shall deduct the lunch account balance from the employee's paycheck at the end of the month. A notice will be sent to all employees prior to the pay period deduction.

#### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges.

Parents or guardians will be notified of an outstanding negative balance once the student account is negative. Parents or guardians will be notified by e-mail via the JMC system, a note home in the student's backpack and/or a mailed letter on Friday afternoons. Negative balances of more than **\$100.00**, not paid prior to end of the semester and/or the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law. The school district strongly encourages families to set up a payment plan prior to collection options are enforced. Please contact Paula Monroe, administrative assistant, 641-822-3234 x5812 or paula.monroe@westforkschool.org, to set up a payment plan for all outstanding meal account balances.

### **Unpaid Student Meals Account**

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.