

West Salem Food Service Collection and Denial of  
Access to School Food Service Programs Due To Non-Payment

The District uses an automated school meal accounting system to record food service payments and to monitor food transactions. The system functions as a debit system. Parents/guardians are expected to maintain a positive school meal account.

Parents/guardians who claim that the financial conditions of their families are such that they cannot afford to pay for the cost of their children's meals are encouraged to apply for free or reduced meals in accordance with federal regulations. These applications are available in the August district newsletter and in every school office.

The Food Service Director shall be responsible for the accurate and timely collection of funds due the District from food service related transactions.

All receipts from food service transactions shall be deposited daily. Any subsequent collections made, but not deposited the same day, are to be locked in a safe located in the district office and deposited the following day.

Any refunds must be requested by phone or in writing. A check will be sent to the address listed on the account. Refunds not requested shall be rolled over into the next year. No cash refunds will be given to students.

Insufficient Account Balances

Families with account balances of \$5.00 per student will be notified in the lunch line and via phone. Students will receive a "lunch" stamp on their hand, as a reminder to bring money.

Families with accounts at or below negative \$10.00, will be notified by mail and phone, that all family members will be denied access to food service programs until a payment is made. Payment will be expected immediately after the direct contact is made.

Building principals/guidance counselors will assist in resolving each situation, including notification the day prior to any termination of service.

The accounts of students being denied food service will be inactivated so the identification number will no longer be able to be used to purchase food until the balance is paid in full or a payment plan is reached.

Parents who choose not to meet this deadline will be asked to send a bag lunch with their child(ren). Any child who has been denied access to food service programs and attempts to purchase breakfast or lunch will be sent to the office to call their parents. If the parent does not provide for the child, a sack meal will be provided for a maximum of two days, at the regular meal cost. After two days, food service will be denied completely, and a social worker will be contacted.

#### Individual School Policy

Elementary Students - shall not be denied a meal unless parents refuse to make arrangements to pay money owed.

Middle School Students - will fill out two charge slips for regular meals, after which they will receive two sack lunches and then will be denied a meal, if no payment has been made.

High School Students - will be allowed to charge one meal and then will be denied a meal if no payment has been made.

In accordance with the USDA regulations, children receiving free meal benefits cannot be denied a meal for any reason, including failure to maintain their school meal account in a positive status.

No Ala Carte sales will be allowed if the family account has less than \$5.00.

All adults/staff will be expected to keep a positive account balance. In the event that the account balance is negative, the adult/staff identification number will be inactivated immediately and the food service director will notify the staff member.

End of the School Year: Participation in the end of the year trips or graduation activities will not be allowed if lunch account is in a negative balance.

APPROVED: February 24, 2004