

School District of New Glarus

Lunch Balance Procedures

Families, who participate in the School District of New Glarus Food Service Program, will be subject to the following policies and procedures:

PAYMENT

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their food service lunch account at the beginning of the year and during the course of the school year.

NEGATIVE BALANCES

1. Families will be notified when their family account reaches a **positive** \$10.00 through an automated email sent through Skyward once per week. Families who do not have email will receive a statement in the mail.
2. Families who have negative balances in their accounts will be notified by an automated email sent through Skyward twice per week and automated phone calls on alternate days. Families who do not have email will receive a statement in the mail.
3. Students with a -\$50.00 negative account balance will receive a reimbursable meal only and will not be allowed to purchase a la carte items. Students may continue to purchase meals up to -\$200.00. Families will be contacted at -\$150.00 via personal phone call from the food service director. If families are having difficulty making deposits, they need to contact the Food Service Department to make arrangements.
4. Students whose balance reaches -\$200.00 will receive a substitute meal that consists of a cheese sandwich and milk.
5. Free and Reduced Priced Meals are available to those who qualify. An application can be obtained from the school office or online on the Food Service Department's website. An updated application must be returned to the Food Service Department on a yearly basis, by September 30th of each year or the status of the account will revert to Paid Prices.

ACCOUNT BALANCES

1. Parent's may restrict students from making additional purchases by calling the Food Service Department or set daily ala carte item limits via family access. There are three types of restriction set ups:
 - a. A complete block set up in Skyward. This wouldn't allow any charges to be made on the account.
 - b. A complete a la carte block set up in Skyward. This would only allow purchases of a reimbursable lunch and additional milk.
 - c. A wand message attached to the account. Once the pin number is entered, a message will appear next to the student's name, stating what their restrictions are.

* Please note that although a student may have a level of block on their account, if they get through the line with additional purchases and a cashier is unable to stop them, the charges will be added manually to the account. If a student slips by at least three times, cashiers may remove ala carte items from student's tray.

* The restriction on the system will show up from year to year unless the Food Service Department is contacted.

2. Family balances and purchases made on accounts are available on the district website through Family Access. Meal balance statements can be printed via family access. Payments can also be made by sending a payment to the school office or by making a payment online through E - Funds.
3. In the event that a food service account has an insufficient fund check returned from the bank, this amount plus any fees will be subtracted from the account. Three insufficient funds checks per family in a school year will cause the family to be placed on a "cash only" basis for the rest of the school year
4. Unpaid fees will be carried over annually. All fees must be paid prior to high school graduation. If not, unpaid fees will be turned over to collections, or depending on the amount, small claims court. Arrangements may be made with the building principal.
5. Families approved for reduced price meal benefits must be refunded remaining account balance.

DEFINITIONS

1. A five component lunch is defined as follows:
 - a. Vegetable
 - b. Fruit
 - c. Grain
 - d. Protein
 - e. Milk

Three out of five must be taken to qualify for a reimburseable lunch. One component out of the three must be a **½ cup** of fruit, vegetable or a combination of both.

2. A five component breakfast is defined as follows:
 - a. Grain
 - b. Additional Grain or Protein
 - c. Fruit
 - d. Vegetable
 - e. Milk

Three out of five components must be taken to qualify as a reimbursable breakfast. One component out of the three must be a **½ cup** of fruit, vegetable or a combination of both.

- Breakfast and lunch meals that don't qualify as a reimbursable meal, by the above standards, will be charged a la carte prices.
3. An a la carte item is defined as an item purchased outside the reimbursable breakfast or lunch. For example, an additional milk, snack item, bottled drinks or additional entrees. These items will be charged individually.

SECOND MEALS/DOUBLE ENTREES

1. A second meal that has three of the five food groups may be purchased at a price set higher than the reimbursable lunch price. This will be considered a la carte.
2. A double entrée that consists only of the entrée may be purchased at a price set lower than reimbursable lunch price. This would be considered a la carte.

STAFF MEALS

Staff meals may be purchased at a price determined by the Food Service Department. Staff meals will be priced higher than that of a student's reimbursable rate.

COMPETING SALES

Concessions, Bake Sales, School Stores, etc. are not to compete with Food Service. As per the Department of Public Instruction, there are to be no competitive sales in the cafeteria while breakfast and lunch are being served.

07/01/2017