

## **Wauwatosa School District Meal Policy**

### **1. PURPOSE**

The purpose of this policy is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

### **2. GENERAL STATEMENT OF POLICY**

- A. The Wauwatosa School District's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.
- B. It is the policy of the School District to offer breakfast and lunch meals that meet and/or exceed state and federal guidelines.
- C. Families may apply for free/reduced meal benefits anytime during the school year. Meal applications are available to all families in the district prior to the student's first day of class. Applications are also available at all school building offices as well as electronically on the district's webpage. In addition, applications can be filled out online at the districts webpage after July 1<sup>st</sup> for the upcoming school year.
- D. Ultimately, it is the responsibility of the parent/guardian to keep their child's meal account up to date. To assist with this, the district encourages all parents/guardians to have an account set up on line with MyPaymentsPlus. It is free to register. Once registered, a parent/guardian then can set up to receive low balance email notifications. Again, this is at no cost to the parent/guardian.
- E. The balance of a student's account, whether positive or negative, will be carried over at the end of each school year.
- F. Upon written request by the parent/guardian meal accounts can be refunded anytime during the school year in the form of a check.

### **3. PAYMENT OF MEALS**

- A. All meal purchases are to be prepaid before meal service begins. Families may add funds to a student's account through MyPaymentsPlus. If a parent/guardian chooses not to use MyPaymentsPlus for meal payments, elementary schools have a lock box in the school office where checks, made out to the Wauwatosa School District, or cash can be placed. All secondary schools accept cash and checks during service times in the line. Please reference your student's name or ID number.
- B. Students, including siblings, may not use each other's meal accounts.
- C. Students with a zero or negative account balance will still be allowed to purchase a complete breakfast and lunch meal regardless of their meal benefit status. Ala carte purchases will not be allowed to any student who does not have funds available at the time of purchase.

## **Wauwatosa School District Meal Policy**

### **4. NEGATIVE ACCOUNT BALANCES – NOTIFICATION AND COLLECTION**

- A. The School District will make reasonable efforts to communicate with families to resolve the matter of unpaid charges on their students meal account. Where appropriate, families may be encouraged to apply for free/reduced price meals for their children.
- B. Once a meal account reaches negative (\$10.00), statements will be mailed home once a month until the account is current.
- C. Once a student's account reaches negative (\$20.00), the Food Service Department will send a letter to the family requesting payment for the negative balance and will send instructions on how to apply for free/reduced meals in case there has been a change in financial circumstances. If a student's account reaches Negative (\$100.00), the account will be turned over to the District Office to send to a collection agency.

### **5. COMMUNICATION OF POLICY**

- A. This policy and any pertinent supporting information shall be available in writing. (i.e., open houses, back to school packets, new student enrollment packets and on the School District website)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).