

## Melrose-Mindoro School District

### COMPUTERIZED MEAL SYSTEM POLICY

The Melrose-Mindoro School District uses an automated school lunch 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 their lunch account in a positive status.**

Each student is issued a four-digit meal code. The same four-digit code number will be used throughout the time your child is enrolled in the Melrose-Mindoro School District. The student will punch in their number and state their name. Each food line will have a list of students and their numbers for a backup system.

Each family will be given **one** family ID (identification) number—no exceptions. You will make deposits into your account for any dollar amount. All children from one family will debit from the one family's account—no matter which building each child is in. Your family's ID number must identify all payments made at the schools. Payments may be made at any school, on any school day, and/or may be mailed to:

#### **Food Service**

Melrose-Mindoro Schools  
N181 State Road 108  
Melrose, WI 54642

If a student purchases a second meal in one day, the second meal will cost the family the adult price of a meal. This is automatic, due to the fact that the district is partially reimbursed for only one meal per student per day.

#### **Important**

If you do not want your child/children to purchase breakfast, extra entrees, second lunches, or recess milk, you must contact the high school office in writing so that extra sales will be blocked from your account. Please include your three-digit family ID number.

High school and junior high ala carte purchases will remain as cash sales only.

#### **Recess Milk**

If your family receives free or reduced meals, your child/children will receive free recess milk.

If your child/children take milk and are not free or reduced, the amount will be deducted from your family's account monthly, only for the milks they take. The cost is .35 cents per milk.

#### **Breakfast**

Breakfast will be offered at both Mindoro Elementary and Melrose Elementary/Junior High from 7:45 a.m. until 8:15 a.m. The breakfast program will be run the same as the lunch program. Students will use their four-digit code to purchase both breakfast and lunch.

#### **Lunch**

Second sandwiches or extra entree portions will no longer be given. Students may purchase an extra entree with their meal for an additional cost. This extra cost will be added to their lunch and come right out of the family account. (This change has been made due to increased food costs and excessive waste at lunch.)

### **Insufficient Account Balances**

1. Families with account balances below \$5.00 per student will be notified in the lunch line. Elementary students will receive a (star) stamp on their hand, middle and high school students will be reminded by the cashier in the lunch line that it is time to bring money.
2. Account statements or information on family accounts will only be sent out if the account has a negative balance or it is requested by the parent or guardian. If your account does reach a negative balance, children in grades K-5 will be allowed to charge up to three (3) meals, middle school students will be allowed one meal charge, and no charges will be allowed at the high school level.
3. No second meals, milks, or extras may be charged on any account with a zero balance.
4. Families who will be denied access to school food service will be contacted by phone prior to the school day of the actual termination of service and will be reminded to send a bag lunch with their child/children the next school day. If there is no phone in the household or we are unable to make phone contact, it will be the responsibility of the family to keep money in the account or to contact the school to check on the account status.
5. The accounts of students being denied food service will be inactivated so the lunch 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 and adhered to.
6. Any child who has been denied access to food service programs and attempts to purchase lunch will be sent to the office to call their parents. If the parent does not provide lunch for the child, a peanut butter sandwich, a piece of fruit, and a carton of milk will be provided for a maximum of two days. After two days, food service will be denied completely and a social worker will be contacted.

### **Non-Sufficient Fund (NSF) Checks**

1. If a check is returned for NSF, you will be responsible for any expenses incurred to the district from your NSF check.
2. If the district receives three NSF checks for one family account, you will be required to pay cash to cover all NSF checks and related expenses and for all future deposits—no checks will be accepted.
3. When an NSF check is returned, that deposit is removed from your account and any related expenses will be charged against your account.

The Melrose-Mindoro School District may file a claim with the district attorney's office or small claims court or may utilize the services of a collection agency and/or legal counsel to secure collection on unpaid debts and/or non-sufficient fund checks. The charges for filing claims with small claims courts or for securing the services of a collection agency and any other charges related to the unpaid debt shall be added to the unpaid debt due the District.

Any money remaining in the family's account at the end of the school year will be rolled over to the next school year. If the last student is graduating or the family is withdrawing from the district, a refund will be given per request in writing.

Approved: April 23, 2012

Revised: August 2014 (adjust milk price)