

Adopted: _____

Last Revised: _____

Last Reviewed: _____

POLICY 798 Hayfield School District Lunch Account Policy

PURPOSE

The Hayfield Community Schools breakfast/lunch accounts operate on a pre-pay basis. Families are encouraged to maintain a positive balance in their account, so all family members drawing from the account have sufficient funds. The goal of the Food Service Department is to provide nutritious meals to students to promote healthy eating habits and enhance learning.

GENERAL STATEMENT OF POLICY

The School Board's policy regarding lunch account balances effective for the 2017-2018 school year is as follows:

- A. Point of Sale (POS) software system is used for the school lunch program. Please note the following important information:
 - a. Each student will have his/her own individual Student Account and will have an individual account number.
 - b. Check and cash deposits can be received at the High School and Elementary Offices. Checks should be made payable to the Hayfield Community School.
 - c. To insure credit to the proper account, the student's full name should be written on the check on the memo line. The minimum deposit must be \$20.
 - d. If sending cash with a student, place in a sealed envelope, along with the student's name. *We are not responsible for lost, unidentified, or stolen cash. The minimum deposit must be \$20.*
 - e. Students must have money deposited in their lunch account in order to purchase extra entrees or extra milk, regardless of eligibility status (paid, free, or reduced). This also applies to ala carte and the chef demonstration meals.
 - f. We cannot make change for cash at the schools so please utilize the lunch account for all purchases.
- B. The policy will be enforced as follows:
 - a. On Wednesday of every week when school is in session, an email will be generated and sent to the parent/guardian when the student(s) lunch account balance is \$15.00 or less.
 - b. If a student's account balance reaches \$0.00, the cashier will inform the student that they need to deposit money into their account.
 - i. Students with a \$0.00 balance will not be able to purchase extra entrees, extra milk, or ala cart items.
 - c. Students with an account balance of \$-5.00 will be offered an "alternative meal."
 - i. Paid students with a balance that is too low to purchase the regular lunch meal cannot eat the regular meal until money is put into their lunch account.

They will be offered an alternative meal of a cheese sandwich, fruit & veggie bar, and milk. The student will have the opportunity to call home during the lunch period to request to have money added to their account. The alternative meal will be the offered meal until there is a sufficient lunch account balance. Students eligible for free or reduced price meals will be allowed to receive the regular meal, but must have money in their account to purchase extra entrees or extra milk. Payment arrangements can be made with the district, if needed.

- ii. After thirty (30) days of a negative balance, a follow up call to county social services will be made. County social services are required to investigate claims of “educational neglect” when contacted by a school district. It is the position of the Hayfield School District that families that can afford to make payments, yet are refusing to provide their child with basic needs such as a school lunch, are engaging in “educational neglect.”
- iii. After thirty (30) days of a negative balance of \$100.00 or more, the account will be turned over to a professional collection agency (see Policy 799).
- d. Parents and/or students can check their account balance by calling the District Office at 507-477-3235 X221 or by creating a login through the school district in the JMC Portal to view the paperless version of the account as well.

C. Outside Food and Beverage Policy:

- a. The district does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student’s breakfast or lunch meal. All meals are to be provided by the district’s food service or a prepared meal from home may be sent with your student.

D. Free and Reduced Benefits Program:

- a. All families interested in applying for financial benefits for the lunch and breakfast program for school year 2017-2018 must obtain an application for free and reduced benefits. A NEW APPLICATION MUST BE COMPLETED EACH SCHOOL YEAR. Please make every effort to have the application filled out and returned to the district office prior to the start of the 2017-2018 school year.
- b. If you are currently receiving benefits and expect to be eligible for the upcoming year, you must reapply. If you do not, the benefit grace period will run out and your student(s) will automatically revert to paid status. This will happen 30 school days after the start of the current school year. You will be responsible for the incurred expenses, even if you become eligible again at a later point during the school year.
- c. Please plan accordingly and look for the application in your postal mail the first week of August. The completed forms can be mailed to the District Office at 9 Sixth Avenue SE, Hayfield, MN 55940, or dropped off at the same location.
- d. Additional applications will be available in the following locations:
 - i. School District Office
 - ii. The Offices of the High School and Elementary School
 - iii. On the Hayfield Community School web page

Please direct all questions to the Hayfield District Office at 507-477-3235 X221.

