

School District of Cameron Meal Account Procedures

The food Service operates on a pre-payment system. We ask that parents pre-pay and maintain a positive balance in their child's (rens) accounts. **Payment can be made for all family members regardless of what building they are in by indicating (on the memo line if paying by check or Money Order or separate piece of paper in if paying with cash) how you want it distributed.

NSF checks: If a check is returned NSF we ask parents to make future payments with cash or Money Orders only!)

Families are asked to follow a monthly pre-pay schedule on each month calendar. Breakfast and lunch prices are broken down by the month and grade categories and include regular price rates, reduced price rates, and ala carte milk rates. Families can monitor their meal accounts through Family Access within Skyward. (Contact the School District on how to sign up)

Regular price families will be asked to make an initial deposit into each child's account of at least \$15.00 if your child participates in the lunch program only and **\$20.00** if your child participates in both the breakfast and lunch Programs.

Reduced –price families will be asked to make an initial deposit in to each child's account of at least \$5.00

Ala Carte purchases – (with exception of Elementary milk purchases) may be available at Middle/High School only and can only be purchased if there is a positive balance in the meal account (This includes milk purchased for a meal brought from home). Parents/Guardians are asked to fill out an **Ala Carte Permission Form** in regards to whether or not their Middle or High School student should be allowed to make ala carte purchases or allowed to buy for others. **Students eligible for free meals** will not be denied a meal because of a negative account balance. However, they **will not be allowed to charge ala carte items**, including milk to have with a meal brought from home.

Milk purchases: Milk purchased with a meal brought from home-or-Wisconsin School Day Milk Program is \$.35 and is considered an ala carte item.

WHEN A STUDENT'S MEAL COUNT BECOMES NEGATIVE:

High school and Middle School students: are informed in the meal line when they are low in their meal account and are responsible for communicating with you when they need money deposited into their account. Parents/guardians can also request a low balance e-mail notification to their personal e-mail when their child reaches \$5.00 in their account. **Elementary students:** will have a note sent with them at the end of the day. Parents are asked to check their child's back pack nightly. Parents/guardians can also request a low balance e-mail notification to their personal email when their child reaches \$5.00 in their meal account.

Credit Limit: A \$12.00 credit limit will be allowed in a student's account. If a student exceeds the credit limit in their meal account, they will be offered a cheese sandwich and a carton of milk after the first time it reaches that limit and \$.75 will be charged to their account.

When a meal account becomes -\$12.00: A personal call will be made or an e-mail notification will be sent by the Food Service Director to let the parent/guardian know that they will need to provide meals and beverages from home until sufficient funds are deposited in the account to bring it back to a positive balance.

Please note: This also applied to regular price elementary students participating in the milk break program, if they reach this \$12.00 limit. Elementary students eligible for Free/Reduced lunch will be exempt as there is no charge.

USDA regulations allow students other than those who qualify for free meals to be denied a meal if their account balance is negative and they do not have money in hand to pay for a meal.

****We do understand that situations come up. If payments are not able to be made at a given time, please call the Food Service Office to set up payment arrangements so a child's meal service is not interrupted. (715-458-5821).**

Every effort will be made by the Cameron School District to keep parent(s)/guardian(s) informed regarding their child's meal accounts. **However it is ultimately the responsibility of the parent(s)/guardian(s) to maintain a positive balance in the account(s).**

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, 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.

This institution is an equal opportunity provider.