

## FOOD SERVICE ACCOUNTS

### Policy concerning overdrawn accounts:

**Step 1** – A “Negative Balance Notice” message will be phoned home when a student’s food service account shows a negative balance. This message will be delivered weekly until the balance is paid.

**Step 2** - When the student’s account persistently shows a negative balance of \$10.00, “Negative Balance Notice” messages will continue. A letter will be mailed home, and the principal will be notified. The principal will call the student’s parent/guardian in regard to the overextended account.

**Step 3** - If the account is not paid or a payment plan set up the day after the principal contacts the parent/guardian, the student will be informed before lunch that he/she will be served a brown bag lunch (cheese sandwich, fruit, vegetable, and milk) at a charge of \$1.25 or at the student's meal eligibility price.

After three days without payment or an approved payment plan, the parent/ guardian will be advised to send a bag lunch from home for their child’s meal.

The student will only be able to purchase meals with money in hand, until there is a positive balance or an approved payment plan has been established.

The school will maintain a list of students whose accounts are overdue in the current school year, along with the number of occurrences.

[Policy 6152-Student Fees, Fines, and Charges](#)

[Policy 8500-Food Services](#)

*If you have questions regarding a food service account, please contact the Food Service cashier in your child’s school:*

Ashland High School: 682-7089 x1023  
Ashland Middle School: 682-7087 x2017  
Lake Superior Elementary: 682-7085  
4K-2nd: x4306 3rd - 5th: x3012  
Marengo Valley School: 278-3286 x5006

### End of the Year Procedure:

Graduating seniors who owe money will not be allowed to participate in the graduation ceremony. Negative account notices will be sent/phoned home throughout the month of May.

If there is a positive balance in a graduating senior’s food account, the remaining balance will be forwarded to a siblings account or the parent / guardian will receive a refund check. If \$5.00 or less remains in the account a refund will be provided at the school level upon request.

4K - 11 students with a negative balance at the end of the school year may deliver or send payments to:

School District of Ashland  
District Office - Food Service Dept.  
2000 Beaser Avenue  
Ashland, WI 54806

If there is a positive balance in a 4K - 11 student’s account at the end of the school year, it will carry over to the next school year.

### Other Information:

If you have additional questions regarding the Food Service program, please contact:  
Amanda Tutor, Food Service Director  
682-7089 x1022

# SCHOOL DISTRICT OF ASHLAND

## FOOD SERVICE INFORMATION & POLICIES

The District participates in the National School Breakfast / Lunch Programs and are proud to offer NSB / NSL program meals at all school sites.

### Breakfast and Lunch Prices 2021-2022:

	<u>Breakfast</u>	<u>Lunch</u>
ELEMENTARY	*1.50	*2.70
MIDDLE/HIGH	*1.50	*2.90
ADULTS	2.05	3.60
REDUCED	*.30	*.40
MILK	.40	.40

*\*Due to government funding, all NSB and NSL meals are free of charge for students in the 2021-22 school year.*

A la carte items are offered at the high school and the middle school at lunch, and a salad bar is offered at the high school during lunch.

### Lunch Program/Offer Verses Serve:

In an effort to reduce plate waste, the District participates in the “Offer Verse Serve” provision of the National School Lunch Program. Each day the school lunch will consist of the following 5 items:

- \* Meat or a meat alternate
- \* 2 fruits or 2 vegetables  
or 1 fruit and 1 vegetable
- \* Bread or bread alternate
- \* ½ pint of milk

Students must choose at least 3 of the 5 food items offered (one of which must be a fruit or vegetable), in order to be charged the student's meal eligibility price. If less than 3 items are chosen, the student will be charged the a la carte price.

### **How to Purchase Meals & A La Carte:**

**\* Meals and A La Carte must be PREPAID. \***

All students and staff will receive a 4 digit Personal Identification Number (PIN). Please keep this number to yourself. If you suspect that your number is known and being used by others, you may request a number change from the Food Service cashier. PLEASE MAKE YOUR REQUEST IN THE MORNING BEFORE SCHOOL STARTS.

After making your meal selections, enter your PIN number on the keypad at the cashier's table. The cashier will subtract your total purchases from your account.

If you do not want your child purchasing a la carte items, please send a note to the Food Service cashier at your child's school specifying this restriction.

A la carte items may be purchased only if there is money in your account.

### **Payments:**

When students and staff are entered in Skyward, they are immediately able to purchase meals, milk and a la carte items. To maintain a positive food service account

balance, you are encouraged to deposit money on the first day of attendance.

### **ELEMENTARY STUDENTS:**

Teachers will collect payments from the students and forward them to the Food Service cashier.

### **MIDDLE / HIGH SCHOOL STUDENTS:**

Cashiers will accept payments in the Commons each morning before school starts.

### **Family Access (On-line) Account Review / Payments:**

Parents / Guardians can check their child's lunch balance, purchases, and posted payments on-line at any time (24/7) via Family Access. Once the payment is made online, the student will have immediate access to their account funds.

### **Check Payments:**

Make checks payable to:

**School District of Ashland Food Service**

*\*Please refer to Payment Allocation\**

### **Cash Payments:**

Place the money in an envelope, seal it, write the student's full name, the teacher's name (if applicable), and the amount of money enclosed on the outside of the envelope.

*\*Please refer to Payment Allocation\**

### **Payment Allocation:**

When one student makes a payment for the whole family, please include a note with each student's name and the amount to be deposited into each student's account. If no note is received, the money will be deposited into the account of the student who brought in the payment.

NO CHANGE WILL BE GIVEN.

### **Free / Reduced Meal Application Forms:**

We encourage everyone to fill out the application for free or reduced price meals. You must complete a new application form each school year, even if you were approved the previous year.

The application must be filled out completely and correctly. Instructions are included.

### **If returning the application before school starts please send to:**

School District of Ashland  
District Office - Food Service Dept.  
2000 Beaser Avenue  
Ashland, WI 54806

If returned after school starts, forms may be given to your child's teacher, the main office or to any food service cashier.

ONLY ONE APPLICATION FORM PER FAMILY IS NEEDED.

ALL OF THE CHILDREN'S NAMES, SCHOOL AND GRADE MUST BE LISTED ON THE FORM. (Including foster children.)

You will be informed by mail, approximately 2 weeks after your application is processed, whether your application has been approved or denied.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.