

McFarland School District Meal Policy for School Nutrition Accounts

Updated 6/29/22

ACCOUNT DEPOSITS:

1. Online payments can be made using a credit card or checking account. If a payment is made with a credit card, a \$2.00 transaction fee will be added to the payment.
2. A minimum payment of \$3.00 is required for any online transaction.
3. Families can make a payment at any school office at no charge to them. Payments can also be mailed to McFarland High School, Attn: School Nutrition office, at 5103 Farwell St, McFarland, WI 53558.

NOTIFICATIONS FOR STUDENT ACCOUNTS:

1. **LOW BALANCE:**
 - a. Families will be notified via email and text message every Monday when their account balance reaches between \$0.01 and \$10.00.
2. **NEGATIVE BALANCE:**
 - a. Families will be notified via email and text message up to five days per week when their account reaches a negative balance.
 - b. Families will be notified by letter once the account reaches a balance of -\$10.00 or greater.
 - c. Families will be notified by personal email or phone call if a payment is not received after one week.

PAYMENT SOLUTIONS:

1. Families are expected to maintain their student's account in a positive status. The School Nutrition department will work with families to repay their unpaid meal charges. Strategies will include, but are not limited to, meal assistance applications and individualized payment plans.
2. If a payment is still not received after consistent negative balance notifications, the school social workers and principals will be involved to make a payment plan and collect payments.

A LA CARTE ITEMS:

1. Middle and High School students will be required to have a positive balance of \$5.00 or greater in their meal account to purchase a la carte items, additional meals or extra portions.
2. Families of students in grades 6-12 must notify food service staff if they wish to put a block on the account to prevent a la carte purchases.

UNPAID MEAL CHARGES:

1. Unpaid meal charges will remain in the student's account from year to year until they graduate.
2. Students are required to pay off unpaid meal charges before their graduation ceremony.

PROCEDURES FOR STAFF:

1. Staff will be made aware of low or negative account balances on the same notification schedule as students.
2. The direct supervisor of the staff member will be notified of their meal account status once their account balance reaches -\$10.00.

3. At the end of the school year, overdue staff balances will be deducted from the staff's paycheck.

REFUNDS TO MEAL ACCOUNTS:

1. Any funds remaining in a student or staff meal account will carry over to the next school year.
2. If a student graduates who does not have younger siblings in the district, the family can request to receive a refund for the account balance if the amount is greater than \$5.00.
3. If a family transfers out of the district before graduation, they can request to receive a refund for the entire account balance.
4. All refunds not issued will be transferred into a fund to assist with unpaid meal charges. Parents may also request to donate their balances to this fund.

USDA Nondiscrimination Statement Update

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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