

Book	Policy Manual
Section	8000 Operations
Title	MEAL ACCOUNT
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8520 - MEAL ACCOUNT

The Sheboygan Area School District understands the importance of serving nutritious meals daily to our students. If meals are purchased through the school nutrition program, it is the parent/guardian's responsibility to keep a positive account balance in the student's account. The District uses a pre-payment system for meal accounts, and payment is to be made prior to consuming meals. In order to provide clarity and accountability surrounding the school nutrition program, the following policies regarding student meal account balances have been put in place:

Each day after the deposits have been made, a file is created of all families whose lunch account is at or below \$5. A notice will be sent out through School Messenger to the family letting them know their balance and asking them to deposit money into their student's account. To avoid the phone calls, parent/guardians should maintain an account balance greater than \$5. A monthly file of all families whose lunch account balance is \$25 or more in the negative will be sent to the Assistant Superintendent of Business and Operational Services. The board authorizes the Assistant Superintendent to take additional action to collect on these accounts.

No a la carte items may be purchased on account if there is a negative account balance. Students are allowed to pay with cash.

If a child transfers, moves or graduates from the Sheboygan Area School District and has a positive balance left in the meals account, parents/guardians have the following options:

- A. Funds may be transferred to a sibling account.
- B. Funds may be refunded to the parent/guardian. The parent/guardian must request a refund in writing to the School Nutrition Department by June 15 of that current school year, and a refund will be sent to the address provided. If no request is made, the District will attempt to notify the student's household in order to return any funds remaining in the account. All funds left in any student account, which cannot be contacted, will be turned over to the Wisconsin Department of Revenue as unclaimed property.
- C. Funds may be donated to an account to help other families.

If a current student has positive funds in their meal account and currently doesn't use the account, a refund can be requested in writing to the School Nutrition Department any time during the school year.