

LARAMIE COUNTY SCHOOL DISTRICT #2 SCHOOL MEAL & UNPAID MEAL ACCOUNT POLICY

Laramie County School District #2 (LCSD#2) is committed to ensuring all students have healthy, quality meals to support daily learning and social interactions, while remaining fiscally responsible as a district. The school meal program is an integral part of the total school program, and will be governed by the same controls as any other division of the school program.

The Laramie County School District #2's (LCSD#2) policy regarding school meal accounts and negative balance procedures is as follows:

- The food service program will comply with all rules and regulations pertaining to the health, sanitation, internal accounting procedures, and service of foods. The district will meet state and federal requirements necessary for participation in the National School Lunch Program.
- Payment is expected in advance of the students eating each day, and parents are expected to maintain a positive meal balance throughout the year.
- Free and reduced meals will be available to families with qualifying incomes. Households may apply any time during the school year by completing an application available from the school, district office, or the LCSD#2 website. Parents will be responsible for paying for student's meals and any charges incurred prior to submission of an application (and after the 30-day prior school year carryover period, if applicable).
- Students will also be permitted to bring their own lunch from home, and to purchase extra entrees, extra drinks, and/or a la carte items.
- A copy of this policy will be provided to all households at the beginning of each school year, during enrollment to transfer students, and will be posted on the LCSD#2 website.

STUDENT MEAL ACCOUNTS

- A Point of Sale software system is used to monitor the school meal program to ensure confidentiality of each student's eligibility status (Paid, Free, or Reduced price meals).
- Each student will have his/her own individual Student Meal Account. All purchases for school meals, extra entrees, extra drinks and/or a la carte items will be made from this account.
- Students must have money deposited in their account or cash during meal service in order to purchase extra entrees, extra drinks, and/or a la carte items, regardless of eligibility status (Paid, Free, or Reduced).
- **Check and cash deposits:**
 - Will only be received at the individual student's school.
 - Checks should be made payable to your student's school.
 - Separate checks should be written for students at separate schools.
 - If sending cash with a student, place in a sealed envelope, along with the student's name and/or teacher's name. *LCSD#2 is not responsible for lost, unidentified, or stolen cash.*
 - Cash and student ID numbers are collected at the end of the service line, where the cashier verifies that a reimbursable meal has been served.
- **Electronic payments:**
 - Can be made through e-Funds for Schools.
 - Select E-FUNDS from the "Family" menu on the LCSD#2 website: <http://www.laramie2.org>.
 - A convenience fee of \$1.00 will be charged for each payment made using this service.

LOW AND NEGATIVE BALANCE

The district expects that parents take financial responsibility for their student's meals and has adopted the following procedures for collection of payment, which include, but are not limited to:

Balance Notifications:

1. Parents and/or students can check their account balance at any time by calling the school or logging into their PowerSchool/eFunds account. The district encourages use of the low balance alerts offered in both the PowerSchool and eFunds programs.
2. Students are confidentially notified if their account balance is less than \$10.00.
3. If a student's account balance becomes negative, an account balance notification will be sent home with elementary students, and offered to Jr/Sr High students to take home. Notifications will be sent home weekly until the negative balance is paid in full. LCSD#2 is committed to ensuring that all students are able to participate in the school meal program. Parent(s) or guardian(s) of a student with a negative balance may contact the school at any time for information and assistance in providing their child with a healthy, quality meal.
4. If a student account reaches a negative balance of more than \$10.00, the school will contact the parent or guardian to remind them of the negative balance, offer to assist the household in completing a free/reduced meal application, and alert the principal to assist in obtaining the funds and/or in locating community resources/support for the family.

Charged Meals:

- Paid students will only be allowed to charge a maximum of five meals. After five meal charges, the student may not be allowed to eat school meals until money is put into their account. If paid students and their guardians are non-responsive to the negative balance notifications, the household may be informed that the student will receive an alternate meal, which meets the daily requirements of the National School Lunch program, until the balance is paid or other arrangements have been made with the school principal.
- Students who are eligible for free or reduced-price meals will always be provided a meal, which meets the daily requirements of the National School Lunch program, even if the student owes money.
- The school may prohibit a student from charging extra entrees, extra drinks, and/or a la carte items if they have a negative account balance.
- All students will receive a meal if they have money in hand to pay for the meal, without regard to whether or not they have a negative balance.

Unpaid/Delinquent Debt:

- A negative balance lasting more than 30 days will be considered delinquent, and may be turned over to District Office for collection.
- LCSD#2 may, if unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid meal charge is paid in accordance with W.S. 21-4-308.
- Once it is determined that a delinquent account is not collectible, it shall be considered as a bad debt and treated as an operating loss, which cannot be absorbed by the service account. If it is determined after six (6) months of effort to collect delinquent accounts that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Documentation of collection efforts shall be maintained.

CHECKOUT/REFUNDS

- Refunds for graduating students or families withdrawing from the district may be processed through the school office by filling out a refund request form. If there is a sibling in the school district, balances will be transferred to the sibling's account, unless otherwise requested by a parent or guardian.
- Cash refunds will be issued by the school for any balance less than or equal to \$10.00.
- Refunds greater than \$10 will be processed and paid by the district office after the next regular school board meeting and approval of bills.

Any questions regarding this policy should be directed to the LCSD#2 Business Manager at (307) 245-4060