



RICHFIELD
SCHOOL DISTRICT
Inspiring Learners, Cultivating Leaders

763 Management of Student School Meal Accounts (including collection of lunch fees)

The Richfield Joint School District No. 1 utilizes a computer software program to keep track of family accounts. All students are issued a Student Identification Number. As the student purchases meals and/or milk, an offsetting charge for that meal will be made against their family account. Since this system depends on paying for meals in advance, families must keep a positive balance in their account. Accounts below \$10.00 will be notified using one or more of the following methods: the Skyward notifications system, phone calls, notes home, and email. If an account gets below zero, a notice will be sent out stating if the amount due is not paid in five (5) working days, the student will no longer be able to participate in the breakfast and/or lunch program.

Once the lunch account reaches a negative balance

- A call will be attempted to the family to remind them that the lunch account is negative and the date the lunch charging privileges will be stopped (in 3 school days);
- Once the lunches are stopped, the student will be allowed to eat an alternative lunch of a peanut butter sandwich and a carton of milk. The lunch account will be charged for the cost of these items.
- Parents will need to pay the negative balance or make arrangements to do so, before the student may again charge a hot lunch. Students may pay cash for hot lunch at these times.

When sufficient money has been added to the account, student(s) can once again participate in the school's breakfast/lunch programs. Applications for Free and Reduced Priced Meals are available in the office throughout the school year and on the district website.

Prepayment of at least one week per child is recommended. Deposits may be made in any amount, and as frequently as preferred, whether it is daily, weekly, monthly, quarterly, semi-annually, or annually. Checks should be made payable to the "Richfield School District." Your canceled check is your receipt. If paying by cash, be sure to place the cash in a sealed envelope with the student's name and the amount enclosed. Money received after 9:00 a.m. will be applied to the next day's food service. If you are paying by cash and want a receipt, be sure to request one on or inside the envelope. If you prefer, online payments can be made using Skyward Family Access.

Checks returned to the School District as "NSF" or non-sufficient funds will be subject to a service charge of \$10.00. The family account will have the total of those amounts deducted from the balance.

At the end of the year, if a family no longer has children attending school or if a family moves out of the district, the district will send a reimbursement check with any remaining funds. Funds for families with students continuing the following year will remain in the family account for the next school year.

Adopted: 7/24/17