



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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Rule 762.1

## **Food Service Collection and Denial of Access to School Food Service Programs Due to Non-Payment**

The Business Manager shall be responsible for the accurate and timely collection of funds due the District from food service related transactions. Building principals may be asked for assistance in problem collection situations.

All receipts from food service transactions shall be deposited promptly. Collections shall be deposited daily. Any subsequent collections made, but not deposited the same day, are to be locked in a vault or safe and deposited with the following day's collection. Money should never be left in a school or at the District Office over weekends or holidays.

### **INSUFFICIENT ACCOUNT BALANCES**

Families with a low (\$7.00) account balances will be notified by an automatic calling system on weekday evenings between 5:30 p.m. to 8:30 p.m. Students will also be informed of low account balances in the lunch line. Students will not be allowed to purchase extra portions, ala carte items, or extra milk using their account when the account reaches a \$0 balance.

All accounts at \$0 balance will be notified by mail. The notice will state that after five school days from the mailing date, all family members will be denied access to food service programs using their account until a mutually agreed upon payment plan is reached or the account balance is paid in full.

1. Families will be notified on Fridays of the District's intention to deny meal benefits using their account.
2. Building principals will be informed of families in their respective buildings who will be receiving this mailing. Building principals will be asked for assistance in resolving each situation.
3. Restriction of access to school food service programs using their account will become effective five school days from the mailing, if the account balance is not paid in full or if a payment plan is not reached. After four school days,
  - a. An attempt will be made to personally contact families who will be denied access to school food service using their account the school day prior to the actual termination of service. Parents will be reminded to send a bag lunch with their child(ren) the next school day.
  - b. Building principals will be informed of students in their respective buildings who will be denied food service using their account the morning of the scheduled termination of service. Notification will be distributed by interoffice mail from the District Administrative Center to each respective school.

- c. The accounts of students being denied food service will be inactivated so the student code will no longer be able to be used to purchase food using their account.
- d. After five school days, any child who has been denied access to food service programs and attempts to use their account to purchase lunch will be sent to the office to call their parents. If the parents do not provide lunch for the child, a sandwich and a carton of milk will be provided for a maximum of two days, with a charge of \$.70 for the sandwich and \$.30 for the carton of milk (charged to the already negative account). After these two days, food service using their account will be denied completely and a social worker will be contacted.
- e. In accordance with USDA regulations, children receiving free meal benefits cannot be denied a Type A meal for any reason, including failure to maintain their family lunch account in a positive status. However, ala carte items do not fall under USDA regulations; therefore, ala carte purchases using their account may be denied.

The Business Manager may file a claim with small claims court or utilize the services of a collection agency and/or legal counsel to secure collection on unpaid debts not paid within thirty days of the actual restriction of access to food service programs, unless an alternative payment plan has been approved by the Superintendent. The charges for filing claims with small claims courts or for securing the services of a collection agency shall be added to the unpaid debt due the District.

The Business Manager shall review all outstanding obligations and approve for write-off any debt which in his/her judgment remains uncollectible at the end of each fiscal year.

CROSS REF: Policy #762.1 - Food Service Collection and Denial of Access of  
School Food Service Programs Due to Non-Payment

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