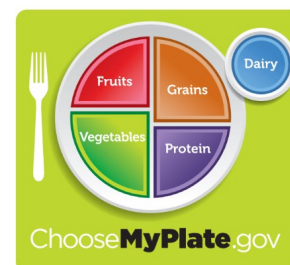


# School Meal Charge Procedures

## Background Information

- The KUSD recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn.
- In addition, Title 7, Code of Federal Regulations (CFR), Part 210.10(a)(1) General Nutrition Requirements states “ Schools must provide nutritious and well-balanced meals to all the children they serve.” In accordance with this regulation, the KUSD will not deny any student access to school lunch.
- By statute, the district’s Food Service Department is a self-supporting fund that shall not have a negative balance at the close of a fiscal year.
- Unpaid charges place a financial strain on the district’s operating budget.
- To be fair and equitable and in order to ensure compliance of all who participate in the school meal program, the procedures establish methods of payment and charge availability.
- The KUSD procedures establish the following:
  - ◊ Establish consistent district procedures regarding the method of payment for meals and charge availability for charges in the district’s meal program.
  - ◊ To treat all students with dignity at all times
  - ◊ To provide free meals for all students who qualify for free meals.
  - ◊ To provide reduced priced meals for all students who qualify for reduced meals.



## Meal Charge Procedures

### Elementary School Students

- Allowed to accrue a negative balance of negative (-)\$18.90.
- Once the negative limit is met, a snack of graham crackers, applesauce and milk is provided until the negative balance is brought below negative (-)\$18.90. A \$0.50 charge will be applied to the student’s account for each snack given.
- Low/Negative Balance Notices are sent when account balances reach positive (+)\$12.50. Notices are printed each Tuesday afternoon and distributed to schools on Wednesday morning-to go home in the traditional Wednesday folder.
- If an account balance is greater than negative (-)\$18.90, students are still allowed to eat breakfast.

### Middle School Students

- Not allowed to accrue a negative balance.
- Students with a negative balance are not allowed to eat lunch unless they have cash in hand to pay for the lunch.
- Students without cash for the lunch will be given a snack consisting of graham crackers, applesauce and milk. A \$0.50 charge will be applied to the student’s account for each snack given.
- Cashiers will give students with low balances of positive (+)\$10.00 and lower a REMINDER slip to notify them to bring in more money for meals.

### High School Students

- Not allowed to accrue a negative balance.
- Students with a negative balance are not allowed to eat lunch unless they have cash in hand to pay for the lunch.
- Students without cash for the lunch will be given a snack consisting of graham crackers, applesauce and milk. A \$0.50 charge will be applied to the student’s account for each snack given.



## Payment Options



- a. On-line Payment – [www.myschoolbucks.com](http://www.myschoolbucks.com).
  - i. Choose from
    - A. One time funding
    - or
    - B. 'Smart-Pay'- automatically adds money to an account when they reach a certain dollar amount as determined by the parent. Notified by email when balance is getting low and a payment is going to be made.
- \*Remember to check your credit card expiration date\*
- b. Send money to school.
- c. Send money to the ESC. See address on front cover.



## Questions?

For clarification on the School Meal Charge Procedures:

Please contact the Food Service Department

(262) 359-6382

**Kenosha Unified School District**

**Educational Support Center**

**Food Service Central Office**

**3600-52nd Street, Kenosha, WI 53144**

**262-359-6382**

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