

Operational Services

Administrative Procedure - Collection of Food Service Fees

The purpose for this procedure is to address the payment and collection of school meal money that:

- Is consistent district-wide
- Maintains the dignity of the student
- Encourages the parent/guardian to take responsibility for meal payment
- Is age appropriate and promotes responsibility of the student
- Provides positive support to district staff, parents/guardian, and students

Paying for Meals

Every student has a personalized meal account in the District's computerized meal credit system which records the purchase of student meals and ala carte sales. Parents are encouraged to pay in advance for meals and may make payments for a week, a month or several months at a time. School meal money envelopes are available in all school offices. All payments sent to school should be in a sealed envelope with the student's full name, ID number, and teacher's name. Payments made by check should be made out to Kankakee School District #111 and include the student's name and ID number. Students may pay daily as they go through the line, however, advance payments will speed up the transaction, allowing students more time to enjoy their meal. Parents may pay online using a credit card through MyLunchmoney.com. Payments made on MyLunchmoney.com will be assessed a small service fee.

Parents may wish to register at MyLunchmoney.com to have access to their student's meal account which will allow the parent to view purchases, account balances as well as a 7-day history of the student's meal selections. MyLunchmoney.com tracks all payments and purchases in the student's account and will communicate by e-mail if the student's account is low on funds.

Free and Reduced Applications

The Food Service Department encourages families to fill out applications for free and reduced price meals. Every effort will be made to process all applications that are submitted during registration before the first day of school. After school starts applications will be available in all school offices and the Food Service Department located in the Lincoln Cultural Center. Late applications will be processed as soon as possible, in most cases within 24 hours, but may take as long as 10 days (as per USDA regulations). Parents will be notified by mail of the approval or denial of meal benefits.

Applications that are incomplete will be returned to the address on the application for additional information. Incomplete applications prolong the approval of free and reduced priced meal benefits.

Parents are responsible for paying full price for any meals served to a student before approval for free or reduced meals. Any charges not paid by the end of the school year must be paid before the student registers for the following school year.

Charge Policy

1. Free Status Students

Parents are responsible for paying full price for any meals served to a student before approval for free meals. Free or reduced status students must receive all required components to qualify for the discounted price meal.

2. Reduced Priced Status Students

Parents are responsible for paying full price for any meals served to a student before approval for reduced meals. Free or reduced status students must receive all required components to qualify for the discounted price meal.

Reduced priced charges are \$.30 for breakfast and \$.40 for lunch. If a student does not have funds in his/her meal account or money to pay for a meal he/she will be allowed to select the entrée of the day and his/her meal account will be charged for the meal. If the student returns on the second day with no funds, then the student will be served a courtesy meal consisting of a cheese sandwich, vegetable sticks, fruit and white milk which will also be charged to their meal account. Reduced priced students will be allowed to have a negative account balance up to a maximum of \$2.00 which is the equivalent of 5 lunches. When the maximum credit limit is reached, the student will lose school meal privileges and the parent/guardian will be contacted to provide a meal for the student.

3. Full Priced Status Students K-6th Grade

It is expected that the parent/guardian will see that there are adequate funds in the student's school meal account or send meal money with the student to cover the cost of the meals. If a student does not have funds in his/her meal account or money to pay for a meal he/she will be allowed to select the entrée of the day and his/her meal account will be charged for the meal. If the student returns on the second day with no funds, then the student will be served a courtesy meal consisting of a cheese sandwich, vegetable sticks, fruit and white milk which will also be charged to their meal account. Full price students will be allowed to have a negative account balance up to the maximum cost of 5 lunches. When the maximum credit limit is reached the student will lose school meal privileges and the parent/guardian will be contacted to provide a meal for the student

4. Full Priced Status Students 7th-8th Grade

It is expected that the parent/guardian will see that there are adequate funds in the student's school meal account or send meal money with the student to cover the cost of the meals the student will be eating. If a student does not have funds in his/her meal account or money to pay for a meal he/she will be allowed to charge meals for only one day. Students in 7th and 8th grade will not be allowed to charge a second meal or ala carte items nor will a courtesy meal be offered.

5. Full Priced Status Students 9th-12th Grade

It is expected that the parent/guardian will see that there are adequate funds in the student's school meal account or send meal money with the student to cover the cost of the meals the student will be eating. Students in 9th through 12th grades are not allowed to charge for school meals or ala carte items nor will a courtesy meal be offered.

6. Adults

Adults employed by the school district can set up a school meal account by contacting the Food Service Department. This account is for the sole purpose of prepaying for school meals. Adults must pay cash or deposit funds in their school meal account to cover the cost of school meals or ala carte purchases. No credit cards will be accepted for adult meals. The Food Service Department receives no USDA commodities, federal, state, or local tax funding to cover the cost of adult meals therefore; adult meals are charged at a higher rate.

Ala carte Sales

Students desiring ala carte items, extra milk or a second meal must pay cash or have money in their meal account as these items are not part of the USDA Program. **No students will be allowed to charge any ala carte items.**

End of Year Outstanding Credit Balances

All school meal charges not paid by the end of the school year must be paid before the student registers for the following school year.

Transferring Funds

Funds can be transferred from one student's school meal account to another student's account within the same family by contacting the School Food Service Department at (815) 933-0725.

Moving or Graduation

Parents who may be moving out of district and have funds remaining in their student's school meal account can contact the School Food Service Department for a refund. Parents of graduating seniors with funds in their students school meal account can contact the School Food Service Department to transfer the remaining funds to another student's account or request a refund by calling (815) 933-0725

Returned Checks

Checks that are returned due to insufficient funds (NSF) will be charged a \$10.00 NSF fee plus the value of the check. The check amount will be removed from the student's school meal account and meal service will be charged on a per meal basis until the check and NSF charges have been satisfied. If a second check is returned for insufficient funds, check writing privileges will be revoked.

Parental Notification

When a student does not have funds in his/her school meal account or funds to pay for a meal the student will receive a note from the cashier to take home to their parents notifying them that their account is low on funds or delinquent. Cashiers will print negative balance letters at least once a week and give them to the teachers to send home with students who have negative balances in their account. Negative balance letters will also be sent home with a student when they are one day away from reaching the maximum allowable charge. The Food Service Department will make every effort to notify parent(s) by phone of impending loss of school meal privileges.

All parents are encouraged to sign up for MyLunchmoney.com so that they may keep track of their student's school meal account.

If you have questions about your student's meal account or MyLunchmoney.com contact the School Food Service Department at (815) 933-0725.

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