

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS

## UNIFORM PROCEDURE

**SUBJECT: Student Food Service Meal Accounts and Debiting Procedure**

**RELATES TO POLICY SERIES: Health and Medical**

**SUPPORTS POLICY#: [HM180](#) Wellness**

**DATE CABINET APPROVED: May 31, 2017**

**ACTIVITY: Food Services Department**

### **I. Purpose**

Administration and Staff of Intermediate District 287 recognize that healthy, nutritious meals play an important role in the readiness and ability of students to learn. For this reason, a procedure has been established to provide for a clear and consistent approach to meal account balances that treats all students with dignity.

### **II. General Statement**

The District believes that it is the adult parent or guardian's responsibility for the payment of meal charges and it is our desire to engage in positive interactions with both the parent and the student when a meal account is not current.

### **III. Student Accounts and Payment**

- A. At meals, students enter their confidential personal identification number (PIN), to access their individual account. After doing so, their account is electronically debited. Accounts are "pre-pay" and students are expected to have money in their accounts to use them.
- B. Payments to student accounts can be made in the following ways:
  1. Credit card and electronic check payments can be made online through [www.paypams.com](http://www.paypams.com) . Balance reminder alerts can also be set up through this vendor.
  2. Cash or check may be given to the school cafeteria cashier to be deposited into the student's account.

### **IV. Free and Reduced Meals**

Families that qualify for free or reduced priced meals are encouraged to submit an application for education benefits anytime throughout the school year. Applications and qualification guidelines can be found on the District 287 Food Service Department web page. A new application must be submitted annually.

## **V. Offer Versus Serve**

- A. The National School Breakfast and Lunch Programs require student participation in Offer Versus Serve. Offer Versus Serve requires students to take certain components of a meal including a fruit and/or vegetable in order for the meal to be claimed for reimbursement. This ensures that all students are selecting a nutritious meal.
- B. Signage is posted in all cafeterias that contains information on what and how many food components are required. Staff are also available to assist students in their meal selections.
- C. All students participating in the District breakfast or lunch programs that qualify as Paid, Reduced or Free students and who do not take the required Offer Versus Serve food components during breakfast and lunch, will be charged a la carte prices for the items they select.

## **VI. Meal Charges and Refunds**

- A. When a student account balance is \$5.00 or less a meal account payment reminder will be provided daily until payment is received. A la carte purchases will not be allowed if a student's account is negative.
- B. If a student's meal account reaches a \$20.00 negative balance, the student will be offered a free meal of cereal, fruit and milk for breakfast or cold sandwich, fruit and milk for lunch, until the student has a positive account balance, the student has money in hand to pay for a reimbursable meal, or a qualifying application for educational benefits is received.
- C. Parents/Guardians are responsible for any debt accrued on a student meal account until a qualifying educational benefits application has been received.
- D. A letter will be mailed to parent/guardians regarding past due accounts to attempt collection.
- E. Positive student account balances remaining at the end of the school year will transfer to the next school year.
- F. Refunds from a student account may be requested if the student is leaving the district or graduating and has a positive balance.

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