

MEAL PAYMENTS FOR STUDENTS AND ADULTS

Perry Public Schools offers nutritious school meals to students at a minimal cost. In order to avoid adversely affecting the school meal program financially, the Perry Board of Education establishes this policy regarding the charging of school meals.

The child nutrition meal payment policy is intended to:

- treat all students with dignity and respect;
- maintain a positive experience for students during meal service;
- establish practices that are age appropriate; and
- promote parents' responsibility for meal payments and self-responsibility of the student.

The following guidelines shall apply regarding purchasing meals.

1. The Child Nutrition (CN) Department utilizes a cash or prepayment system for purchasing meals. Students and adults may pay daily with cash or check, or use a debit payment account. Paying cash for the current meal does not require an active account. Student accounts are automatically created 24-48 hours after enrollment in the district. Adult accounts are automatically created for all employees.
2. Federal regulations do not mandate meals be furnished on credit. The ability to charge meals is a privilege for students and faculty who have forgotten money. Procedures are in place to ensure students do not go without lunch. (See item 6 below)
3. All families, regardless of income, are encouraged to apply for free or reduced price meals. Updated applications for free or reduced price meals are available by August 1 of each school year. Only applications for the current school year will be processed. Parents and students are responsible for the cost of meals until the family's free/reduced application is processed. Applications will be processed within 10 business days after receiving the application in the CN office. All applicants will be notified by mail of the result of the application. If needed, applications are available in several different languages. Applications are available online at www.stillwaterschools.com/Departments/ChildNutrition.
4. Payments can be made at the point-of-sale or at any time the kitchen manager is available. Because checks are safer than cash and can be tracked, CN recommends that form of payment. Checks should be made payable to the school, with the student's or employee's name and ID number in the memo area to eliminate any confusion. Payment can also be made online for a nominal fee. Instructions for making payments online are on the nutrition services department section of the district's website.
5. Account balances are tracked using a point-of-sale system. During pre-enrollment students who are not yet in the point-of-sale system may not make prepayments. Student accounts are setup within 24-48 hours of enrolling in the district.
6. Notification process
 - a) When account balances are approaching the cost of two meals, the cashier will ask the student to bring money. They will remind the student each day, thereafter.
 - b) A weekly notice will be emailed to the parent/guardian of students who have a negative balance.
 - c) A notice and free/reduced application will be sent home with any student who has a negative account balance.
 - d) Adults will be reminded, and monthly notices will be sent to all adults with a negative balance.

MEAL PAYMENTS FOR STUDENTS AND ADULTS (Cont.)

7. Balances at the end of the year will carry forward to the next school year. Payment plans for negative account balances may be worked-out with nutrition services.
8. Requests for refunds must be in writing or by e-mail. Allow 6-8 weeks for a refund. Funds can also be transferred to any other student's account with a written request. All refunds must be requested within one year. Unclaimed funds will become the property of Perry Public Schools.
9. In cases of frequent charging abuse, CN may enlist the help of a principal, assistant principal, or district social worker and will contact an adult household member or the offending staff member to arrange a meeting to discuss the problem. In addition, the district reserves the right to pursue other remedies to include, but not limited to, loss of student privileges and legal action.
10. When a check is returned to the CN office for insufficient funds (NSF), staff will call the account holder to make payment or payment arrangements for the check. Payment or arrangements must be made at the CN office, rather than with the school dining manager. Payments to replace a NSF check must be made in cash. If a NSF check is written, no other payment by check can be made until arrangements have been made to cover the first check.
11. Students will be treated with dignity and respect regardless of whether or not the parent has provided payment to the school district. Staff members will be instructed to adhere to this policy.

Perry Public Schools will not deny meals as a disciplinary action against any student who is enrolled in school. However, disciplinary action which indirectly results in the loss of meals is allowable (i.e. student suspended from school).