



## **Important Student Meal Account Information for EVERY Household**

Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account. **Families will be responsible for any negative balances from the prior year.**

When student balances are at or below \$5.00, parents/guardians will receive notifications in the following methods:

- Email and text alerts will be sent on Mondays and Thursdays at 6:00pm
- Students at Wisconsin Rapids Area Middle School (WRAMS) and Lincoln High School (LHS) may also receive verbal notification while going through the lunch line

Parents and guardians can check student balances through Skyward Family Access by clicking on the Food Services Tab.

### **Negative Account Balances**

Students may be permitted to accumulate negative food service account balance not to exceed \$25. A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The district will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year. If a student has reached the permissible level of negative lunch account balance, they shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to a negative lunch account balance.

**Note:** A la carte items, including an extra milk, or second entree, may not be charged anytime a student has a negative balance.

Parents and guardians can apply for free/reduced meals at any time during the school year. If you are unable to pay for school meals due to your economic situation, please download an application from the district website: <http://www.wrps.org/foodservice/freemeals.cfm> and return the completed application to the district office.

### **Management of Non-Sufficient Fund (NSF) Checks and Online Payments**

In the event that a check or online payment account is determined to have Non-Sufficient Funds (NSF), the parent or guardian will be notified. The amount written on the NSF check will be removed from the student's account immediately. Online payments that come back NSF will be automatically retried. Upon retrial, if there is still NSF, the payment is automatically removed from the student's account. If the retry is completed and successful, the money remains in the account. Additional fees will be assessed as necessary.

### **Food Service Account Carryover, Transfers & Refunds**

Any funds remaining in a student meal account will carry over to the next school year. Students transferring to a different school within the district will automatically have the account balance transferred to that school. When students are graduating or moving out of the district, they will be notified if they have a balance remaining in their account. If the student has a sibling in the district, the family can elect to transfer the balance to the sibling's account. Students who qualify for free or reduced priced meals will automatically be given a refund if no siblings are left in the district. Families with students who pay full price can choose to receive a refund or donate the remaining funds to the Student Meal Donation account if no siblings are left in the district.

## Current Nondiscrimination Statement for USDA Child Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.fns.usda.gov/cr/discrimination-complaint-form> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.