

## SCHOOL MEAL ACCOUNT POLICY

The Menasha Joint School District and the Food Service Director are responsible for accurate and timely collection of funds due related to food service transactions.

Student meal accounts are required to maintain a positive balance. It is recommended that a minimum balance of \$5.00 per student, per family be maintained.

When the meal account balance reaches a positive \$5.00 or less, a phone call and/or email will be generated to all families. Students in grades 6-12 will also be verbally informed of low account balances.

When student account balances are negative:

- A student may not purchase ala carte items.
- A payment would need to be made on the account to bring the balance to zero.
- An account balance of negative \$15.00 may result in the student being provided a limited choice in his or her entrée option. This option will still consist of meal components required per USDA guidelines. The appropriate meal price will be charged to the student account.

Any positive or negative balance at the end of the school year will carry over to the next school year.

Any negative balance should be paid prior to the start of the following school year.

Seniors with a positive balance can request a refund or the balance may be transferred to another student's account within the family by contacting food service.

No student may charge on another student's account.