

Meal Account / Unpaid Meals Procedures
Food Service
Barnum Public Schools ISD 91

Purpose:

To establish consistent meal account procedures for Barnum Public Schools.

General:

1. Barnum Public Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutrition intake is essential for adequate learning and development to occur.
2. It is the policy of Barnum Public Schools to offer breakfast and lunch. The food service department strives to produce quality meals that meet state and federal guidelines at a reasonable cost.
3. Students may purchase meals when funds have been deposited into their student pre-paid meal account or by cash payment.
4. Because we are reimbursed by the State and Federal governments for reimbursable meals served, all students (free, reduced and full pay) are required to purchase a complete reimbursable meal. To be considered a reimbursable meal, a student must select at least three components from the offerings. One selection must be at least ½ cup of fruit or vegetable.
5. Students may charge an extra entrée or milk to their account if they have taken a reimbursable meal and have money in their account or cash in hand to cover the cost.
6. Students may purchase a milk only to go with a sack lunch if they have cash in hand or money in their account. This applies to all students, whether free, reduced or full pay.
7. Individual items (with no reimbursable meal) and guest non-reimbursable meals are to be purchased via cash payment at time of purchase.
8. Households may apply for free/reduced meals any time during the school year. Applications are mailed to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available online at *ISD91.org > Food Service – Menus & More > Application for Educational Benefits* or at the District Office.

Notifying Family of Account Status:

1. All parents/guardians can access their child's account status via the on-line Parent Portal in Infinite Campus. A parent receives information on how to access their student's account from the appropriate building secretary.
2. Automated notices are sent to parents by email and/or phone when accounts get low. Notices are sent as follows:
 - Under \$5, weekly notice.
 - Negative balance, daily notice.
3. High school students are politely notified verbally by cashier in the lunch line when balance gets below \$5.

Negative Meal Accounts:

1. If required, due to consistently inadequate funds, the principal will contact the parent/guardian to review with them their child's account and their responsibility to provide meals for their student.
2. If a student's account has a negative balance greater than -\$10, they will be given a sunbutter sandwich, milk and fresh fruits and veggies for lunch. The student will no longer be allowed to charge a hot lunch until there is money in the student's account. 7-12th grade students and the parents of K-12th grade students will be given at least 24-hour advanced warning.
3. Students will receive milk, sandwich and fresh fruits and vegetables for a maximum of five (5) days.
4. Outstanding negative balances will be reviewed by the District Office and appropriate action may be taken to help ensure the availability of nutritious meals for the student or for collection.

At no time will reminders for payment of outstanding student meal balances demean or stigmatize any child participating in the school lunch program.