

MONONA GROVE SCHOOL DISTRICT

Board Policy 761

FOOD SERVICE AUTOMATED PAYMENT SYSTEM

The District shall use an automated meal accounting system to record food service payments and to monitor food transactions. The system shall function as a debit system. Parents/guardians shall be expected to maintain their child's meal account in a positive status. Any funds remaining in student meal accounts at the end of the school year shall carry over to the next school year. Refunds shall be issued upon written parent/guardian request.

The District receives federal and state reimbursement in the form of cash and commodities for the first meal served to each student. The second meal and extra portions shall be available at ala carte prices.

The Food Service Director, reporting to the Director of Business Services, shall be expected to protect the taxpayers of the District by making every effort to collect all food service-related charges due the District. The District shall have guidelines in place that identify criteria for use of small claims court, collection agencies/service and write-off of debt. Parents/guardians who claim that the financial condition of their family is such that they cannot afford to pay for the cost of their children's meals shall be invited to make an application for free or reduced price meals in accordance with federal regulations.

LEGAL REFERENCES: Sections 115.34 Wisconsin Statutes
120.10(16)
120.13(6) & (10)

CROSS REFERENCES: Administrative Rule 761, Food Service Automated Payment
System Guidelines

BOARD APPROVAL: Board Policy 762, Free and Reduced Price Meals
March 12, 2003