

BALDWIN-WOODVILLE AREA SCHOOL DISTRICT  
Board Policy Manual

760- Rule (2)

**PROCEDURE FOR MANAGING DELINQUENT MEAL ACCOUNTS**

The District utilizes a computer billing system for meal charges at each school-building. The system works well for students and their parents/guardians, but charges may accumulate faster than parents/guardians realize unless they monitor their accounts carefully. Money must be in the account before purchase can be made, similar to a checking account.

Families have several ways to check their balance.

1. Families have access to their meal accounts via the Baldwin-Woodville School District web site, [www.bwsd.k12.wi.us](http://www.bwsd.k12.wi.us). Look in the Parent Tab- Family Access. Primary account holders may sign up for low balance reminders on this side.
2. Balances are displayed daily as students purchase meals.
3. Families may call the District Office at any time to receive a statement of their family meal account balance.

Procedure for Managing Delinquent Accounts

1. The business office will compile a list of families with negative meal account balances and send it to each school office.
2. If the District has not heard from a family regarding their meal account balance or received an account payment, a letter informing families of negative meal account balances may be sent. Schools will be notified of the mailing.
3. Students will be informed that they will need to make a payment to their meal account in order to purchase a school meal or other food item through their account. No student will be denied food without adequate warning from the District.
4. The District will restrict student access to school food services using their meal accounts until the meal account balance become positive. School Food Services personnel and administration reserve the right to resolve food service account balances as deemed necessary.
  - a. An attempt will be made to personally contact families of elementary school students who will be denied access to school food services using their meal accounts prior to the actual termination of service. Parents/guardians will be reminded to send a bag lunch with their child (ren) the next school day if a payment cannot be made.

- b. After a warning to parents/guardians, if money/bag lunch is not sent to school with the student, administrative personnel may be contacted for assistance.
  - c. In accordance with USDA regulations, children receiving fee meal benefits cannot be denied a type A meal for any reason, including failure to maintain their family lunch account in a positive status. However, ala carte and second purchases do not fall under those regulations. Therefore, ala carte and second purchases may be denied.
  - d. If families make a payment to their meal account, even if the balance is not paid in full, a student will be able to eat a school meal that day if the payment covers the meal cost.
5. If families with negative meal account balances do not pay what is owed on their meal accounts or they continue to send their child (ren) to school without meal provisions, the District may pursue legal action to collect the money due to the District, or may contact social services.
6. As a courtesy, the District may send home "reminder envelopes" with students the last week of school reminding families with a negative meal account balance to make a payment to the account.

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