

## **FOOD SERVICE COLLECTION POLICY**

### **I. PURPOSE/POLICY:**

The Westwood Public Schools Food Service Department is a self-funded operation that relies solely on the sale of lunches to students and faculty in order to financially sustain its operation. The purpose of this policy is to establish consistent meal account collection procedures throughout the district to ensure the continued financial independence of the food service program.

### **II. SCOPE OF RESPONSIBILITY:**

The Food Service Department is responsible for maintaining charge records and for notifying the student's parent/guardian of low or outstanding balances.

### **III. ADMINISTRATION**

1) **Elementary students:** will be allowed to charge up to a maximum dollar equivalent of *Twenty (20) meals* which will be known as the "account cap."

- (a) These meals will include anything on the menu.
- (b) Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
- (c) When the student reaches the "account cap" they will only be offered a designated menu alternate.
- (d) This designated menu alternate will be charged to the child's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.

2) **Middle School Students:** will be allowed to charge up to a maximum dollar equivalent of *Twenty (20) meals* which will be known as the "account cap."

- (a) These meals will include anything on the menu.
- (b) Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
- (c) When the student reaches the "account cap" they will only be offered a designated menu alternate or will have the option of paying cash.

(d) This designated menu alternate will be charged to the student's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.

(e) Once the student reaches the maximum meal charge, no a la carte items will be sold to the student on account, all transactions will be on a cash basis until such time as the student account is paid off.

3) **High School Students:** will be allowed to charge up to a maximum dollar equivalent of *Five (5) meals* which will be known as the "account cap."

a) These meals will include anything on the menu.

(b) Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

(c) When the student reaches the "account cap" they will only be offered a designated menu alternate or will have the option of paying cash.

(d) This designated menu alternate will be charged to the student's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.

(e) Once the student reaches the maximum meal charge, no a la carte items will be sold to the student on account, all transactions will be on a cash basis until such time as the student account is paid off.

4) **Balances Owed:** Collection of Balances owed will follow the School Committees' policy, *Student Fees, Fines, and Charges*. This will apply to any account balances above the "account cap" at any time. Balances may be checked at any time by logging into the <https://www.myschoolbucks.com> system or e-mailing the Food Service Director. All accounts must be settled at the end of a school year or anytime a student leaves the district.