



Book	Policy Manual
Section	Active WUSD Policies In Process for Revisions
Title	Nutrition Services Meal Account
Code	3621.2
Status	Active
Adopted	August 14, 1991
Last Revised	October 23, 2023
Prior Revised Dates	09/23/04, 06/25/12, 11/23/15, 5/18/2020

WUSD is committed to maintaining the fiscal integrity of the Nutrition Services Department and encourages appropriate household responsibility for the payment of costs associated with student meal purchases while maintaining overall sensitivity toward students in managing meal debt.

Students are permitted to make food and beverage purchases through the utilization of a pre-paid student meal account or cash. Student meal account payments may be made through a variety of methods, including cash, check or on-line credit/debit card payments.

Student meal account low and negative balance notifications are generated through daily automated phone and e-mail messages for any student meal account balance greater than zero but less than \$5.00 and any balance of less than zero. A parent/guardian may opt out of these notifications by contacting Nutrition Services.

The following policies shall apply when a student meal account balance falls below zero:

Elementary (Grades K-5)

A student will be allowed to charge up to \$10.00. Once the student balance reaches negative (-) \$10.00, the student will receive a mini meal consisting of a sandwich and a milk for up to five (5) days at no charge. A courtesy contact to the parent/guardian will be made on the first day that the student receives a mini meal to remind them that a deposit is needed.

Secondary Schools (Middle & High School)

The student will be allowed to charge up to \$10.00. Once the student balance reaches negative (-) \$10.00, the student will receive a mini meal consisting of a bread item, a vegetable and a milk for up to five (5) days at no charge. The student will be given a verbal reminder that a deposit is needed.

After a student receives a mini meal for five (5) consecutive days, Nutrition Services will contact families in an attempt to develop a payment plan for the negative meal charges. Nutrition Services will refer student meal account balances to appropriate building or WUSD administration for assistance with addressing meal balances over negative (-) \$10.00 when families fail to make arrangements for repayment or fail to meet the terms of the payment agreement.

The above policies for elementary and secondary students apply only to reimbursable breakfast and/or lunch purchases. Students who do not have adequate funds in their meal account will not be permitted to charge a la carte milk or other a la carte items. Students with negative meal balances may continue to make purchases using cash at any time.

This policy only applies to students.