

SCHOOL DISTRICT OF BAYFIELD  
FOOD SERVICE COLLECTION POLICY

Effective January 11, 2010, the School District of Bayfield updated the policy for charging meals or milk.

**Community Eligibility Provision (CEP) Program**

Starting with the 2014-15 school year, the District participates in the CEP program. The CEP program is a 4-year reimbursement option for qualifying schools that wish to offer free school meals to all students. The District is guaranteed to be a CEP participating school through the 2017-18 school year. All enrolled students of the District are eligible to receive a healthy breakfast and lunch at school at no charge to households each day unless:

- Student chooses not to select a reimbursable meal (see attachment to policy “What is a Reimbursable Meal?” as established by the National Lunch Program). The District kitchen staff will make every effort to help students with his or her food choices and will redirect them if they do not include the correct food items. A student can purchase individual items at the established a la carte price or per item price.
- Student only purchases milk or purchases additional milk.

**Wisconsin School Day Milk Program (WSDMP) K-5<sup>th</sup> Grade**

Because WSDMP is a state run program, it does not fall under the provisions of the CEP program. Therefore, to determine eligibility for this program, the Household Income Form must be returned to determine student eligibility. If your household does not meet requirements for free or reduced income limits, you will be required to pay for milk during break for students K-5<sup>th</sup> grade.

**Student Food Service Collection Policy is as follows:**

**Step 1**

Parents/Guardians are responsible for keeping money on account to pay for meals. Maintaining a positive or 0.00 balance will save the District from having to use Steps 2, 3 or 4. Upon the last day of the school year, student accounts must have positive or 0.00 balance. A positive balance will be carried over to the following year or a check will be issued by the District when the parent/guardian requests a refund. The request can be made by a phone call or in writing.

**Step 2**

In the event your child owes for lunch or breakfast charges, once a month K-12 food service balances will be reviewed. When a student has a negative balance the District will send a written notice home informing the parent of the account balance. Step 3 will be initiated if payment is not received before the account reaches -\$15.00.

**Step 3**

If a student account exceeds -\$15.00, they will not be allowed to charge anything further and the District will issue a letter denying further charging privileges. This will remain in effect until the student’s balance is paid in full.

**Step 4**

If a student repeatedly or continuously has a negative balance, the District may issue a letter denying further charging privileges. This will be done on a case-by-case evaluation. The District will keep a year-long list of students who have had negative balances in their food service account, had notices sent home. Step 4 action will be determined from this list.

Monthly notices will be sent out each month to food service customers. The purpose of this notice is to assist the parent/guardian in maintaining a positive balance. If you wish to review your account or arrange a payment schedule, you may call the District Office anytime between 8:00 – 4:00 Monday through Friday at 779-3201.

Graduating seniors' wishing to receive their diplomas and participate in the graduation ceremony must have their Student Food Service Account paid in full.

Use of the Alternative Household Income Form: While the CEP program removes the need for free and reduced meal paper applications, there is still a need to collect household annual income data for other programs. These programs include the Wisconsin School Day Milk Program (K-5<sup>th</sup> grades), SAGE funding, E-Rate and other programs for the economically disadvantaged. The Wisconsin Department of Public Instruction (DPI) is requiring that CEP schools use the simplified Household Income Form to identify students who would qualify for free or reduced meals and are not otherwise identified.

APPROVED: September 26, 2001

REVISED: August 11, 2003

REVISED: January 11, 2010

REVISED: February 9, 2015