

# SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

## SUPPORT SERVICES

### MANAGEMENT OF STUDENT SCHOOL MEAL ACCOUNTS ~~(INCLUDING~~ 763-RULE ~~COLLECTION OF LUNCH FEES)~~

The School District of Pittsville utilizes a computer software program to keep track of family accounts. As the student purchases meals and/or milk, an offsetting charge for that meal will be made against their family account.

All students are issued a Student Identification Number. This number is entered through a key pad at the beginning of the lunch line. Since it is impossible to keep the number confidential, a food service representative will monitor the process to insure students are using the correct numbers.

#### Negative Account Balances and Collection Procedures

Since this system depends on paying for meals in advance, families must keep a positive balance in their account. Accounts below \$25.00 will be notified weekly using email and the SchoolMessenger alert system. If an account gets below zero, a notice will be sent out stating if the amount due is not paid in five (5) working days, the student will no longer be able to participate in the breakfast and/or lunch program. When sufficient money has been added to the account, student(s) can once again participate in the school's breakfast/lunch programs. Applications for Free and Reduced Priced Meals are available in the office throughout the school year and on the district website.

#### Payments and Account Management

Prepayment of at least one week per child is recommended. You may send in any amount, whether it is daily, weekly, monthly, quarterly, semi-annually, or annually. Checks should be made payable to the "School District of Pittsville". Your canceled check is your receipt. If paying by cash, be sure to place the cash in a sealed envelope with the student's name and the amount enclosed. Money received after 9:00 a.m. will be applied to the next day's food service. If you are paying by cash and want a receipt, be sure to request one on or inside the envelope. You may also mail your payment to the School District of Pittsville, ATTN: Food Services, 5459 Elementary Avenue, Suite 1, Pittsville, WI 54466. If you prefer, online payments can be made at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us); a \$2.50 per transaction fee will be charged at the time of online payment. **Beginning July 1, 2024, the transaction fee will increase to \$3.45 per transaction.**

Checks returned to the School District as "NSF" or non-sufficient funds will be subject to a service charge of **\$25.00** ~~28.50~~. The family account will have the total of those amounts deducted from the balance.

#### Additional Information and Assistance

At the end of the year, if a family no longer has children attending school or if a family moves out of the district, the family must request reimbursement of any balance in the family account and indicate where it should be sent. Funds for families with students continuing the following year will remain in the family account for the next school year.

If you have any questions regarding the Food Service Program, please contact the Food Services Department at 715-884-2517.

**Cross Reference:** 760 [Food Services Management]  
761 [Free and Reduced Price Meals]  
762 [Vending Machines]

*First Reading of New Policy: — March 14, 2016*

*Second Reading / Approval: — April 11, 2016*

*First Reading of Updates: March 11, 2024*

*Second Reading/Approval of Updates: April 8, 2024*