

**FILE: EFF**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: September 21, 2017 FILE SECTOR: SUPPORT SERVICES  
POLICY TITLE: FAMILY SERVICES  
ACCOUNT CHARGES AND COLLECTIONS**

Medford Area Public School District (MAPSD) family services accounts include meals, milk, ala carte items and CLC services. In order to serve healthy, high-quality meals and CLC services, we must be financially secure.

Parent(s)/guardian(s) play a key role in this effort and are responsible for charges for purchases made by them and their child(ren).

The district's policy is to maintain control over family services accounts that are not kept at a positive balance and to collect negative account balances. Prepayment is required in family services accounts.

USDA regulations allow students other than those who qualify for free meals to be denied a meal if their account balance is negative. Students eligible for free meals will not be denied a meal because of a negative account balance, however they will not be allowed to charge a la carte items. Students eligible for free or reduced price meals shall not be overtly identified, distinguished or served differently than other students. Students that are denied a lunch will be provided a sandwich.

If a negative balance continues and the parent(s)/guardian(s) fails to provide a meal or money, Human Services or other appropriate agency will be contacted to address the student's needs

Negative family services account balances will impact access to CLC services for all families.

MAPSD does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion or disability.

**CROSS REFERENCE: EF, EFA, EFB, & EFC**

**LEGAL REFERENCE: §Wis. Stats. 115.34, 118.13, 120.13 (10)**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: September 21, 2017 FILE SECTOR: SUPPORT SERVICES  
POLICY TITLE: FAMILY SERVICES  
ACCOUNT CHARGES AND COLLECTIONS**

**Parent(s) and Guardian(s) Responsibilities**

It is the expectation that parent(s) and/or guardian(s) plan for their child to have sufficient access to food each school day. In addition, parent(s) and/or guardian(s) are encouraged to monitor and manage their family services account, including making prompt payment when necessary.

When a student purchases a family service like a school meal or CLC, the general rule is that payment is due at the time of service.

Students may charge the cost of school meals or CLC service with a negative balance. Upon reaching a negative balance, collection efforts will be initiated with the parent(s)/guardian(s) by a building administrator and/or food service director. Building administrators will be notified of these accounts and make every effort to collect the negative account balance. Upon reaching a negative balance of \$75.00, parent(s)/guardian(s) and students will no longer be able to charge to their family services account.

Ala carte privileges are suspended when the student's balance becomes negative.

**Notifications**

Every effort will be made by the district to keep parent(s)/guardian(s) informed regarding their family services account. However, it is ultimately the responsibility of the parent(s)/guardian(s) to maintain a positive balance in their account.

Negative balance letters are generated by the Food Service Director and sent home with elementary students on Wednesday.

Automated courtesy calls are generated as follows:

- Monday – Negative balances \$20.00 or more
- Tuesday – MASH families with negative balances
- Wednesday – MAMS families with negative balances
- Friday – District families with negative balances

Payment is due immediately upon notice. If these notifications are not successful, a school official will contact the parent(s)/guardian(s). The district will initiate collection proceedings if the family services account remains negative.

**Family Access**

Through this online program, parent(s)/guardian(s) have the ability to track activity/ usage, view their balance and deposit funds into their account. The district encourages families to utilize this tool to manage their account.

**CROSS REFERENCE: EF, EFB, & EFC**

**LEGAL REFERENCE: §Wis. Stats. 97.33, 115.34, 115.341, 115.343, 115.347, 118.13,  
120.13(10)**