

Negative Account Balances

Found within Board Policy: Code po8500

It is the District's goal to work with families who are not able to maintain a positive meal account balance. Families with a negative balance will be notified by an automatic calling system.

When the account reaches a \$40.00 negative balance, students will be denied a regular food service meal. Students receiving paid or reduced-price lunch who have a negative lunch account balance of \$40.00 or more will be provided an alternate meal. The District Administrator shall, in coordination with the District's food service, ensure that any alternate meals provided meet the requisite USDA guidelines. The cost of the alternate meal will be added to the delinquent account.

A student shall not be permitted to purchase à la carte items without a sufficient account balance or cash on hand.

All accounts with a negative \$75.00 balance will be notified by mail, including the application for free or reduced-price lunch. If the account stays at negative \$100 for more than a month, a designee from the District will contact the family to address funding food services accounts in the future, including assisting with the application for free and reduced price lunch.

The Bookkeeper may file a claim with small claims court or utilize the services of a collection agency and/or legal counsel to secure collection on unpaid debts not paid within thirty days of the actual restriction of access to food service programs, unless an alternative payment plan has been approved by the District Administrator. The charges for filing claims with small claims courts or for securing the services of a collection agency shall be added to the unpaid debt due the District. Unpaid debt will not be absorbed by the food service fund, Fund 50.

The Bookkeeper shall review all outstanding obligations and approve for any debt forgiveness which, in the person's judgment, remains uncollectible at the end of each fiscal year.

All households shall be notified about this policy and any implementing guidelines at the start of each school year, and to households transferring to the school or School District during the school year, as well as informed about access to this policy and any implementing guidelines. All District staff with responsibility for enforcing the policies shall be notified about the provisions of this policy and any implementing guidelines, as well as provided access to this policy and any implementing guidelines.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 11/8/21, T.C. 12/21/22, Revised 9/13/23, Revised 10/9/24, Revised 10/8/25, Last Revised April 8, 2026