

Keokuk Community School District Breakfast and Lunch Program Information Regarding Negative Account Balances

Lunch accounts are not meant to be charge accounts. Sufficient funds must be kept in your family account to insure your student will be able to purchase meals.

The Keokuk Community School District Food Service Department is a self-operating program. In order to maintain financial stability and equality of all lunch paying students, policies regarding lunch accounts have been adopted. The State of Iowa Bureau of Nutrition and Health Services recommends that negative balances should not be acceptable.

Each family has one account that is linked to all of their students. Parents must **pre-pay** money into their family account. Families can make payments online using E-Funds or send check/cash to school with their child(ren). Emails and text messages are sent out twice weekly to remind parents of their balance if it falls below \$10.00. Additional phone calls and paper notes will also be sent out as needed. Parents can access their family account information using the WordWare parent portal. There are quick links for both E-Funds and Wordware on www.keokukschools.org.

Students must have sufficient funds to cover extra milk. This also applies to free students who bring a sack lunch but want to purchase a milk as well. In order to get the milk at no charge, a free student must take a fully reimbursable meal. A la carte price for milk is \$0.30.

Accounts falling below \$10.00 will receive a low balance notification to allow parents time to deposit additional funds into their student's account before it becomes negative. Once a family's balance falls below \$-20.00, parents with negative student balances will be asked to send a sack lunch from home until negative balances are taken care of or a payment plan has been arranged. If a parent stops making scheduled payments per the agreement, they will be asked to provide a lunch for their students until the balance is paid in full.

Students who are full and reduced pay status with negative family account balances who do not bring a sack lunch from home may receive an alternative sack lunch (sandwich and milk) lunch in place of the regular hot lunch. Alternative meals will be charged to the family account at the price of \$1.25 per meal. A list will be generated each day of students who are over \$-20.00, so they can order an alternative meal from the kitchen if their parent/guardian did not send them to school with a sack lunch. To prevent overt identification, these students can pick up their sack lunch before lunchtime in the office so they don't have to go through the lunch line to get it.

Students will not be allowed to purchase seconds or additional a la carte line items unless they have a positive lunch balance to cover the charges. A la carte milk is the only exception, students who have a negative balance but bring a sack lunch from school can purchase a milk a la carte at a charge of \$0.30 to drink with their sack lunch if they bring funds to cover the cost of the milk. This also applies to all students regardless of meal status.

Negative balances *must* be paid in full before the end of the school year. Students who plan to attend prom and/or participate in graduation ceremonies must have a positive balance to do so. Balances not paid in full will be carried over to the following school year or will be sent to a collection agency depending on the amount of the balance. Accounts that are not paid in full by the end of each school

year are subject to referral to a collection agency if parents do not make arrangements to pay off their balance with the school foodservice director.

Keokuk Community School District staff are not permitted to charge a meal unless sufficient funds are in their account to cover the cost of the meal and/or items.

Free/Reduced Lunch Applications

Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually. Applications can be submitted at any time during the school year and are available online at www.keokukschools.org. Any lunch balance accrued before a free/reduced lunch application is approved is the responsibility of the parent/guardian to pay.