

## COMPUTER DEBIT SYSTEM FOR MEALS

The School Nutrition Department uses a computerized, debit meal program. This accounting system allows parents/guardians to send one check to pay for all of their student's meals and ala carte purchases. This is a debit system; accounts must have a positive balance for students to make purchases. For this reason, it is very important that each family is aware of their meal balance.

**Elementary School:** Students and staff are issued a barcode. Barcodes are kept in a binder at the point of service computers at designated schools. The student's barcode is scanned at the cafeteria computer for a meal or cold lunch milk.

**Middle & High School:** Students and staff are issued a photo ID. Food and drink items can be purchased at the computer using either the ID card or ID number printed on the meal card.

### **Visitor Meals**

Parents, younger siblings, and guests are invited to join students for a meal. Purchases can be charged to the student's family account if the visitor is the payer on the account or by purchasing a meal ticket prior in the school office. No cash will be accepted at the lunch line.

### **Deposits**

Payment options:

1. *e-funds for schools* –online payments. Go to [www.slinger.k12.wi.us](http://www.slinger.k12.wi.us), mouse over or click on "family" and then click on "E-funding" and follow the instructions. Note: your family number is your primary 10-digit phone number. Key it in as follows: 2625555555.
2. Send check\* or cash in a deposit envelope. All schools have a drop box marked "Food Service" by front office to drop off any deposits. Elementary students may also give the payment to their teacher.
3. Mail check\* or cash to: Slinger School District, Attn: School Nutrition Dept., 207 Polk Street, Slinger, WI 53086

\*Payment by check is preferred since it can be tracked in our database. Make payable to "Slinger School District" and use the memo section on the check to write in your student's name. Payments are processed daily.

PLEASE NOTE: Deposits may take up to 24 hours once the money is dropped off in the drop box. E-Fund deposits are offered through a 3<sup>rd</sup> party, and depending on account, the deposit may take up to 3 days to be activated through E-funds.

### **Account Balance**

To access this information please:

1. Go to the Slinger School District website ([www.slinger.k12.wi.us](http://www.slinger.k12.wi.us)), mouse over "Skyward Family Access Information", click on "Skyward Family Access." Each family will need a user name and password to access their account.
2. Call the School Nutrition Office at 644-6204 option #2, between 8:00 a.m. – 3:00 p.m.

### **Refunds**

Any funds remaining in the family account at the end of the school year are carried over to the next school year. Refunds will be issued upon written parental/guardian request.

### **NSF Check**

Parents/guardians are charged the current bank fee rate for returned checks due to insufficient funds.

### **Automated Call-out System**

The District's automated call system notifies families when the account balance reaches **\$8.00**. The prerecorded message is a reminder to make a deposit. The call out system will not make calls if the balance is over \$8.00. Additional calls are made as the account approaches zero and if the account goes in the negative.

### **Auto Messaging in Skyward Access**

Families who choose to have emails sent to them as a reminder of lower balances can do so on Family Access. By agreeing to have this courtesy reminder, families are notified by email once the family account reaches under \$8.00.

## **Delinquent Accounts**

Parents/guardians are expected to promptly contact the School Nutrition Office (644-6204 option #2 for food service) to resolve problems with accounts. Other appropriate school personnel may be asked to intercede on behalf of a child whose account is in negative territory whose parent/guardian does not provide a cold or school meal on a chronic basis.

## **Uncollected Balances**

Negative family accounts carry over to the next school year or may be referred to the District Office for collections.

## **Free/Reduced Account Balances**

Free and reduced students must have money in their account before purchasing extra milk.

## **Lunch Availability to Families with Negative Balances**

No ala carte purchases will be allowed for any student who has a negative account. Students may be allowed to purchase 1 "lunch" if their family account is less than -\$10.00. Once accounts reach more than -\$15.00, a peanut butter sandwich and milk will be provided to students for a cost of \$1.00. If a family doesn't make any effort to pay their balance, our department will no longer provide any form of meal. The Slinger Food Nutrition Team will make every effort to communicate with families who experience negative balances and offer other alternatives to help accommodate any personal need.

## **Legal References:**

## **Cross References:**

**Adoption Date:** 8/21/2017