



## Student Account Guidelines 2021-2022

### **Free Meals**

**School breakfast and lunch meals are FREE for ALL students at ALL schools for the 2021-22 school year.**

Once again, the United States Department of Agriculture (USDA) has put into effect nationwide waivers allowing school foodservice departments to continue to serve healthy school meal options free to all students.

### **A La Carte**

- A la carte are food & beverages purchased in addition to the free meal.
- The list of a la carte items and prices are available at [www.smsd.org/about/teams/food-service](http://www.smsd.org/about/teams/food-service).
- Any extra ala carte purchases the students make will require money to be on their food service account.
- Payments to the student's food service account may be made may be made,
  - Online through efunds (\$3 fee per transaction)
  - At the school with check or cash
  - At most schools with a credit card (no fee)
  - Calling the food service office with credit card (no fee)
- Parents can monitor student purchases online at School Café. The link to instructions for using School Café is [www.smsd.org/about/teams/food-service](http://www.smsd.org/about/teams/food-service). Parents can:
  - View your child's account balance and purchases
  - Set limits for ala carte purchases
  - Set reminders for low account balances
  - View Menus with nutrient and allergen information
- If a parent does not want their child to purchase anything from Food Service, they need to contact the Food Services office.

### **Account Balances**

Parents or guardians of students may request low balance reminders through SchoolCafé at [www.smsd.org/about/teams/food-service](http://www.smsd.org/about/teams/food-service). The parents or guardians will be notified by telephone or email through School Messenger when the account balance is negative. Students will not be permitted to purchase ala carte items if their account is negative.

When an account is -\$75.00 food service staff will contact the parent by phone or email alerting them to the situation and let them know that if the account is not paid it will be turned over to the collection agency.

As of December 1<sup>st</sup> and June 1<sup>st</sup> any account that is -\$75.00 or more a letter will be sent through US Mail to the parents or guardians requesting payment. If payment is not received within 30 days the account will be turned over to the district business office and will be submitted to the district collections agency. Once the account is turned over to collections, Food Service staff will reset the account to \$0.00.

When the account is turned over to collections, the account will be considered bad debt and the district will reimburse the Food Service department for the total cost of the account. Any money that is collected on the account will be turned over to the business office and placed in the general fund.

At the end of each school year, any money that is remaining in the student food service account will be rolled over to the next year (positive or negative). At any time, a parent (including graduating Seniors) can call the Food Service office and request a refund, transfer the money to a sibling account or donate the money to families who have negative account balances.

Families wishing to donate to offset negative food service balances can contact the Food Services Office at 993-9710.

This institution is an equal opportunity provider.