

Meal Charge Policy

This policy will be provided to all parents of students in the district prior to the start of the school year. In addition, new students entering the district during the school year will also receive a copy of this policy and the policy will also be placed on the district website.

Three Lakes School District provides students with healthy meals each day during the school year. Based on application and certification, student lunch accounts are classified as full pay, reduced pay, or free meal benefit. In addition to school meals, students may purchase a la carte items provided there are sufficient funds in the student's lunch account. It is expected that all lunch accounts maintain a positive balance. The intent of this policy is to establish uniform meal account procedures. While the USDA Child Nutrition Program does not require the school district to serve a student who is classified as full pay without payment, the Three Lakes School District does provide meals to students and charges their account as a courtesy to students and parents in the event the student did not bring lunch for the day.

Account Information

There are a variety of action steps that can be taken to ensure students have money on their lunch accounts. Account balances and daily charges can be monitored utilizing the student information system. Money for meals can added to student's accounts using the online payments portal in Infinite Campus. Maintaining a negative lunch balance is not allowed. Parents/guardians will be contacted when their student has acquired a negative lunch account balance.

Account Balance

Full pay students will pay for meals at the district's standard rate. When a student's account reaches zero or enters into a negative balance the student will be able to purchase a meal, resulting in a negative account balance. Parents/guardians will be notified of the negative account balance and payment on the account is expected. Students will not be allowed to charge a la carte items.

Reduced pay students will pay for meals at the district's reduced rate. When a student's account reaches zero or enters into a negative balance the student will be able to purchase a meal, resulting in a negative account balance. Parents/guardians will be notified of the negative account balance and payment on the account is expected. Students will not be allowed to charge a la carte items.

Free meal benefit students will be allowed to receive free meals throughout the school year. A la carte purchases can only be made if the student has money on their account. Parents/guardians will be notified of the negative account balance and payment on the account is expected. Students will not be allowed to charge a la carte items.

Negative Account Balances

Parents/Guardians are responsible for maintaining their student's lunch account funds. Parents/Guardians are able to view their student's lunch account transactions on the district student information system. Notices of negative balances will be sent to parents at regular intervals. It is expected that parents maintain funds in their student's lunch account.

Delinquent Debt

When a student is without meal money on a consistent basis, the administration will investigate the situation and determine the appropriate course of action, on a case-by-case basis, up to and including filing a small claim with Oneida County. Parents/Guardians are encouraged to complete the application for free or reduced meals when it is appropriate. Unresolved delinquent debt will be carried over from year to year. Food service funds may not be used to cover “bad debt.”

Refunds

When a student withdraws from the district or graduates refunds will be made in a timely manner.

Board approved 8/20/25