

Bridgewater Emery Meal Charge Policy

The goal of the Bridgewater Emery School District is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

Our school district implements a school lunch policy that allows children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school food service account (NSFSA).

Billing

Billing Procedure: Bridgewater Emery does not require families to pre-pay for meals purchased at school. Students are also not required to pay for their meal at the time of meal service. Instead, students receive a PIN number at the beginning of the school year. This 4-digit code allows our software to track purchases made during the month. Any charges that occur are then invoiced and mailed directly to the parent/guardian.

Payment Options: Payment can be made in either school office with cash or check. Checks can also be mailed to Bridgewater Emery School District, Attn: Krista Kayser, PO Box 350, Bridgewater, SD 57319. Please make checks payable to "B-E Schools."

Billing Cycle: Invoices will be sent out by the 5th of the month and must be paid in full by the end of that month. Invoices will only be mailed to families with a negative balance. If a student did not purchase any meals during the month, or if the family has a positive balance on their account, no invoice will be mailed home. See below for billing deadlines.

August/September* – Bill will be mailed by October 5th. Payment will be made by October 31st.

October – Bill will be mailed by November 5th. Payment will be made by November 30th.

November – Bill will be mailed by December 5th. Payment will be made by December 31st.

December – Bill will be mailed by January 5th. Payment will be made by January 31st.

January – Bill will be mailed by February 5th. Payment will be made by February 28th.

February – Bill will be mailed by March 5th. Payment will be made by March 31st.

March – Bill will be mailed by April 5th. Payment will be made by April 30th.

April – Bill will be mailed by May 5th. Payment will be made by May 31st.

May – Bill will be mailed by May 18th. Payment will be made by May 31st.

**Any meals purchased in August will be billed on the September invoice due to the short month.*

Billing Contact: If you have any questions regarding your invoice, please contact Krista Kayser at 605-729-2541 or krista.kayser@k12.sd.us.

Policy

Full Pay Students: All students with full pay status will be charged for meals at the district's published standard rate. It is our policy that no student will ever be turned away from the meal service line. However, if an account is more than 90 days' delinquent on an invoice and no payment plan is in place, then the student will not be allowed to charge seconds or extra milk until the bill is paid. If a family is 120 days' delinquent with no payment plan in place, the student will be offered a designated menu alternate at an alternative price. Sample: Sun butter & jelly sandwich, veggie sticks, fruit, and milk.

Free Meal Benefit: Free status students will be allowed to receive a free breakfast and lunch each day. However, seconds on lunch costs \$1.25 and extra milk costs \$0.40. If these charges occur during the month, they will be subject to the same payment requirements as a full pay student.

Reduced Meal Benefit: Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. If an account is more than 90 days' delinquent on an invoice and no payment plan is in place, then the student will not be allowed to charge seconds or extra milk until the bill is paid. If a family is 120 days' delinquent, the student will be offered a designated menu alternate at an alternate price. Sample: Sun butter & jelly sandwich, veggie sticks, fruit and milk at no charge.

- I. Parents/Guardians are responsible for meal payment to the food service program. Invoices will be sent by the 5th of every month. If you have not received a bill and believe you should have, please call the office at either school.
- II. Both school cafeterias possess a computerized point of sale/cash register system that maintains records of all monies deposited and spent for each student. If you have questions on your account or need a detailed report of charges that occur during the month, please contact Krista Kayser at 605-729-2541 or krista.kayser@k12.sd.us.
- III. At the end of the school year, any remaining funds for a particular account will be carried over to the next school year unless another request has been communicated to the school.
- IV. In addition to monthly invoices being mailed home, the school will also mail letters home to those who are close to reaching or have reached the 90-day delinquency period to remind them of our policy. Text message and email may also be utilized to reach the payee.
- V. If an account is continually going unpaid, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.