

Meal Charge Policy

I. Purpose

The goal of Waverly Community Schools 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 insure 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.

The intent of this policy is to establish uniform meal account procedures throughout the Waverly Public Schools. Waverly is operating under the Michigan School Meals Program where all students are allowed to receive a free breakfast and lunch daily. Ala carte purchases must be paid for by student and or guardian.

II.

Middle and High School Students – Middle and High School students must prepay or pay cash at the register for all ala carte purchases. When a student’s account balance reaches zero, no ala carte items will be sold to the student.

Free Meal benefit -All students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid for.

Parents/Guardians-Are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. Parent/guardians will still be responsible for filling out the Education Benefits form at <https://waverly.familyportal.cloud> or pick up one at any of the schools main offices. Please fill out and return to the school food service office at Waverly Community Schools 160 Snow Road Lansing, Mi 48917

All School Cafeterias-Possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at <https://waverly.familyportal.cloud> or by speaking with the cafeteria manager.

Students/Parents/Guardians- Pay for meals in advance via <https://waverly.familyportal.cloud> or with a check payable to Waverly Community Schools Food Service. Further details are available on our webpage. Funds should be maintained in accounts to minimize the possibility that a child may be without money on any given day. Any remaining funds for a student will be carried over to the next school year.

Refunds- For withdrawn and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling’s account with a written request.

Unclaimed Fund- Must be requested by end of current school year. Unclaimed funds will then become the property of the Waverly Community Schools Food Service Program.

Balances Owed-Collection of owed balances will follow the policies and procedures set by www.michigan.gov/documents/mde/Admin_Policy_No_6_533612_7.pdf

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