

Woodland Public Schools

Food Services Meal Charging and Account Balance Policy & Procedures

Effective Date: September 2025

Applies To: All schools operating NSLP/SBP

Purpose

To establish clear, equitable, and compliant practices for managing student meal charges and food service account balances while ensuring students have access to nutritionally adequate meals and preventing overt identification of students based on account status.

Policy Statement

Woodland Public Schools will ensure that students are not denied reimbursable meals due to insufficient funds. Students may charge reimbursable meals regardless of account balance. À la carte items may not be charged when sufficient funds are not available. Account balance communication and resolution practices will be implemented consistently and in compliance with USDA and OSPI requirements.

Roles & Responsibilities

Woodland Public Schools Food Service Director (Executive Director of Business Services):

- Ensures this policy remains current and compliant with USDA and OSPI requirements.
- Oversees implementation of account balance practices and exceptions.
- Approves balance adjustments or write-offs when appropriate.

Site Managers / Cashiers:

- Ensure reimbursable meals are provided regardless of account balance.
- Prevent charging of à la carte items when funds are unavailable.
- Enter transactions accurately in the POS system.

Meal Charging Practices

1. Students are permitted to charge reimbursable breakfast and lunch meals regardless of account balance.
2. Students are not permitted to charge à la carte items when funds are not available in their account.
3. No student will be overtly identified or treated differently based on account balance status.

Account Balance Communication

The district utilizes automated communication tools to notify households of account balance status:

- Nightly automated phone calls are generated for accounts with negative balances.
- Families may opt in to Skyward email notifications when account balances are low.
- Direct individual outreach to households is not routinely conducted; however, families who contact the district regarding balances will receive individualized support.
- Negative balances are managed internally and are not automatically referred to external collections.

Account Resolution and Adjustments

- Outstanding balances for students approved for free or reduced-price meals may be reviewed and written off.
- Payment plans, account adjustments and write-offs may be established with proactive communication from the household.
- Seniors must resolve outstanding balances prior to receiving a diploma, in accordance with district policy.

End-of-Year and Enrollment Status

- Account balances carry forward to the next school year unless otherwise resolved.
- Student withdrawals:
 - Account balances remain attached to the student account when it is deactivated due to withdrawal.
 - Families may request refunds for positive balances.

Internal Controls

- POS system records are reviewed regularly to monitor account balances and charging patterns.
- Access to account adjustments is limited to designated personnel.
- This policy is implemented in coordination with the district's Meal Counting and Edit Check procedures.

Annual Review

This policy is reviewed annually and updated as needed to reflect USDA, OSPI or district requirements.