



IRON MOUNTAIN PUBLIC SCHOOLS  
**FOOD & NUTRITION PROGRAM**

217 Izzo Mariucci Way, Iron Mountain, MI 49801 906-779-2600 Fax: 906-779-2676

## SCHOOL POLICY GUIDELINES FOR STUDENT BALANCES

Effective September 9, 2019

The Iron Mountain Public Schools Food Nutrition Program is committed to providing well-balanced meals that contribute to the health and well-being of our students. We believe nutrition influences a student's development, lifelong health, and potential for learning. We provide breakfast (Elementary \$1.75, MS/HS \$2.00, Reduced Price \$0.30) and lunch (Elementary \$2.75, MS/HS \$3.00, Reduced Price \$0.40) for all students at Iron Mountain Public Schools. The program is managed in accordance with National School Lunch Program.

### Student Balances

Outstanding meal balances are expected to be paid within 2 business days after email notification (parents must opt in to email notifications when they return enrollment forms each school year) have been sent. It is the responsibility of the parent/guardian to monitor their student's meal activity including account balances, notifications are sent by email for all students once a negative balance has been reached. Notices will also be emailed once students reach the balance of \$5.00 as a reminder of balances getting low. Balances may be accessed at [www.imschools.org/FOOD & NUTRITION/Lunch Parent Portal](http://www.imschools.org/FOOD & NUTRITION/Lunch Parent Portal). If you do not have access to the internet, please contact our office so we can make notification arrangements. A student's meal account statement will be provided to parents/guardians only when a written request is sent to: Food and Nutrition Director, 217 Izzo Mariucci Way, Iron Mountain, MI 49801.

When a student's account reaches a **zero balance**, students will still be served the regular meal.

Students with a **negative balance** will receive an alternative lunch, but will not be allowed to have breakfast, any ala carte items, or milk. **An alternative lunch of a peanut butter & jelly sandwich or cheese sandwich with fruit, vegetable, and milk will be provided.** This alternative meal will be offered until the account is paid in full or it exceeds 5 days (Elementary \$13.75 and Middle School & High School \$15). At this point he/she will no longer have the program available to them until the account is in good standing. Attempts will be made to contact the parents/guardians by phone along with the email notifications. Federal regulations allow the Food Nutrition Program administrators to deny meals to paying students (full-price or reduced) who are in the negative from previous meals.

Please contact Wanda Sherman, Food Service Director 906-779-7735 to make payment arrangements. If your income has changed, your child/children may qualify for free/reduced meals. Please complete an online application at [www.imschools.org/FOOD & NUTRITION/Lunch Documents](http://www.imschools.org/FOOD & NUTRITION/Lunch Documents). Paper applications are still available at any of the school offices.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (eg. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by: (1)mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 (2)fax: (202)690-7442; or (3)email: [program,intake@usda.gov](mailto:program,intake@usda.gov).

**This institution is an equal opportunity provider.**