

Willmar Public Schools
FOOD AND NUTRITION SERVICES

TITLE: **HOW TO USE PERSONAL IDENTIFICATION NUMBER (PIN#)
AND LOST, STOLEN AND MISUSED TICKET POLICY**

POLICY: All Willmar Public Schools students will be required to know their student meal account personal identification number (PIN#). The Food and Nutrition Services (FNS) Department follows the Minnesota Department of Education (MDE-FNS) and United States Department of Agriculture (USDA) Lost, Stolen and Misused Ticket (PIN#s) Policy.

PROCEDURES:

1. The PIN# and Lost, Stolen and Misused Ticket Policy will be placed on the Food and Nutrition Services page of the district's website for parents and students to view. The "ticket" refers to any and all forms of exchange used in the school district's FNS collection of meal payment system.
2. Students will be required to enter their PIN# on a keypad at the computer station. The student's photo will appear on the screen for Cashier verification. Anytime a student goes through a serving line to purchase a food item, including the Snack Bar, the student must enter their PIN#. Students are allowed to pay for their meals with cash, by entering their PIN# at the computer station. At the Senior High and Middle School students can also put their meal on their meal account and pay for ala carte with cash as they are going through the line, as long as they enter their PIN#.

The Middle School and Senior High Snack Bar are cash only and the student must enter their PIN#.

3. Students are not allowed to use another student's PIN#. If it is suspected that a PIN# is being misused; the FNS Support Systems Coordinator will call the Cashier to notify them to watch for the PIN#.
4. If a student uses the PIN# in question, the Cashier will provide the student with their correct PIN#.
5. If the student continues to use an incorrect PIN#, after being notified by the Cashier, the Site Administration will be notified of the student misusing the PIN# so that they may meet with the student to correct the action.
6. If a student misuses a PIN# a second time, a written warning will be sent to the student and the parents or guardians explaining the student's repeated misuse of a PIN#.
7. If a third violation occurs, the student will be asked to meet with the Site Administration for disciplinary action (i.e. detention or suspension), be provided special meal arrangements (such as the student getting a meal from FNS then having to eat it in a designated area outside the cafeteria), or may be expected to bring meals from home for the remainder of that term (this should be the "last option").

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8. If the FNS Support Systems Coordinator is notified of a PIN# violation, changes will be made to the appropriate student's meal account. The Cashier must document any students who have been misusing a PIN# and/or reported to the Site Administration on the Cashier Reconciliation Sheet. Once the FNS Support Systems Coordinator receives the documentation; a copy will be kept on file.

Disciplinary Measures:

9. Disciplinary measures can be taken at any time in which it is deemed appropriate; three warnings are not required before disciplinary action can be taken.
 - Students cannot be denied a complete National School Breakfast or National School Lunch Program meal as a disciplinary measure, except when they are absent from school due to having been suspended.
 - Students cannot have their free, reduced price or full price meal status changed because of disciplinary measures. This means that students eligible for free or reduced meals cannot be required to pay for their meals as a form of discipline. However, after receiving the required warnings or special meal arrangements, students eligible for free or reduced price meals can be required to pay full price for their meals for the rest of the school year.

A child may not be denied a meal or milk to any eligible child (paid, free or reduced) as a disciplinary measure (i.e. as a punishment for misbehavior). For example, if a student is unruly and is not allowed to eat in the cafeteria, arrangements must be made to provide the meal or milk to the student in another location. In other situations such as a child may forget his/her lunch money on a given day, the child may be allowed to charge lunch before having to pay the bill. These situations do not involve misconduct. Instead, the issue is an administrative problem that requires a policy decision at the school level. The school has an obligation to counsel the child and parents so that they are aware of the problems and have had an opportunity to rectify the situation.

10. If a student enters their PIN# incorrectly, the student will be asked to reenter this PIN#. If a student fails to enter the PIN# correctly the second time or has forgotten their PIN# at the computer station, the Cashier should:
 - Look up the PIN# for the student immediately or
 - Require the student to step out of the line, so that the line is not held up while their name and PIN# is being looked up.

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