

WIRT COUNTY SCHOOLS

EMPLOYEE FOOD SERVICE CHARGE ACCOUNT AGREEMENT

Wirt County School employees may purchase school meals at any time. Meals for adults are not subsidized by the USDA Child Nutrition Program, therefore, the prices are set to cover just the food, supply, and labor costs. Prices this year are: Breakfast \$3.50, and Lunch \$4.25.

Employees have the choice to pay for meals by cash, prepayment, or charge. Cash payments can be made at the time the meal is purchased. Prepayment can be made in the Food Service office located in the Wirt County Schools Administrative Offices. Effective for the 2018-2019 school year, charge accounts for meals must be preapproved by the Food Service coordinator. This agreement must be signed and returned to the Food Service Department no later than **August 17, 2018**.

We accept cash or check payments in the Food Service Department.

Employees who charge meals will get a food service bill after the balance is more than \$10.00. In June, the final bill will be sent to all employees who have a remaining account balance. Employees can get an account balance total at any time by calling Chris Melonas or Beth Settle in the Food Service Department at (304) 275-4279.

By signing this agreement, you agree to the following conditions:

- ✓ ***You will pay your food service bill by the due date.***
- ✓ ***If any bill is not paid on time, your food service account charging rights will be stopped until the account is paid in full.***
- ✓ ***If any bill over \$10.00 is not paid within 60 days of the due date, the past due amount will be deducted from your paycheck and your account will change to prepay or cash only for the remainder of the school year.***
- ✓ ***If at the end of the school year, all charges are not paid by June 14th 2018, the past due amount will be deducted from your paycheck and your account will change to prepay or cash only for the next school year.***

Employee Signature: _____ Print Name: _____ Date: _____

Employee ID Number: _____ Employee Work Site: _____

RETURN THIS FORM TO:

Wirt County Schools
Food Service/Child Nutrition
Chris Melonas, Director
PO Box 189
Elizabeth WV 26143

In accordance with Federal law and the USDA, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age or discrimination. To file a complaint, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.