



## **Procedure for Student Meal Accounts**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Community School Corporation of Southern Hancock will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. You may deposit funds into your student(s) account online through SchoolPay, or make a deposit in the cafeteria.
- A student may charge up to \$20 in meals as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may not charge meals. All purchases should be prepaid or paid at the time of service.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees, milk or snacks.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools will provide an alternative meal of a deli sandwich, fruit & yogurt tray or peanut butter and jelly sandwich that can include fruit, vegetable and a milk to a student who pays reduced or full price and who does not provide the required payment for that meal.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused.
- An automated email will notify parents every Monday and Wednesday each week of any outstanding negative balance in the student's meal account. The food service manager will also send home letters each week to parents of students who carry negative balances of \$10 and above.

- All accounts must be settled at the end of each intercession. Letters will be sent home approximately 10 days prior to the start of the following intercession to students who have any negative balances. Negative balances of more than \$35 not paid in full 10 days prior to the next Semester will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$5 or more left in their food service account will be notified by mail by food services at the end of each Semester and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than \$5 will not receive a direct notification by mail, but the household can contact the Food Service Department to receive a refund. If no response is received within 10 days the student's meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to a donation fund.