

Plymouth Comm. Schools Meal Charge Procedure

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Plymouth Comm. Schools will adhere to the following meal charge procedure.

All cafeteria purchases are to be prepaid before meal service begins. Households & staff can prepay with one of the following methods; online service with MySchoolBucks.com, check or cash.

The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges, by phone calls, or letters mailed through the US postal service.

A student or staff member may charge meals (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.

A student who has a negative balance may not purchase ala carte items, including extra main entrees.

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 needing assistance or a sign of abuse or neglect and the proper authorities should be contacted.

All accounts must be settled at the end of the school year. Letters will be mailed approximately 10 days before the last day of school to those who have any negative balances. Negative balances of more the \$10.00 not paid in full before the beginning of the next school year 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 \$5.00 or more left in their lunch/meal food service account will be notified by mail 30 days after the last day of school and be given the option to transfer the funds to another student or to receive a refund.

Unclaimed remaining balances will be transferred to the emergency fund or uncollectable negative balances.

4/28/17