

NEW GUIDELINE - VOL. 29, NO. 2

MEAL CHARGE ACCOUNTS PROCEDURES

In accordance with School Board policy, the Superintendent requires School Corporation Food Service personnel to comply with National School Lunch Program standards and establishes these procedures to govern meal charge accounts.

Cafeteria purchases shall be prepaid into individual food service accounts before meal service begins or paid as they receive meals. Prepayments into individual food service accounts may be made by prepaying with one of the following methods: online service with MySchoolBucks.com, check or cash.

The only deductions made from prepaid accounts will be for the purchase of meals or other allowable food purchases in the cafeteria.

In accordance with School Board policy, a student may charge for meals if his/her account has an insufficient balance to cover the charge. However, no account will be allowed to exceed five meals as established in School Board policy.

Staff members and adult community residents shall not be permitted to charge meals.

A student whose account has a significant negative balance may not charge or purchase "à la carte" items, including extra main course entrées.

If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her significant negative balance.

The Director of Food Service 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 U.S. Postal Service.

If food services staff suspects that a student may be abusing this procedure, written notice will be provided to the parent(s)/guardian(s).

All accounts must be settled at the end of the school year. Letters will be sent home approximately 10 days before the last day of school to students who have a negative balance. Negative balances of more than \$10.00 not paid in full before the beginning of the next school year will force the Corporation to take action to collect the unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation

If a student withdraws or graduates from the Corporation and has a positive balance of less than \$5.00 the balance may be receipted into the school lunch fund where the school lunch program funds are maintained unless the parent requests a refund. If a student withdraws or graduates with a positive balance greater than \$5.00 parents shall be notified by mail and given the option of receiving a refund or transferring the funds to another student account. Unclaimed remaining balances will be transferred to the emergency fund or uncollectable negative balances.

If a student repeatedly comes to school with no lunch and no money for lunch, the Food Service Manager will notify the principal as this may be a sign of abuse or neglect and proper authorities may be contacted.