

Procedures for Student Lunch/Meal Accounts
Area 30 Career Center

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Area 30 Career Center School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases may be prepaid before meal service begins or purchased at point of sale with cash. Payments can be made by cash, check or credit card. Parents/ students can call in and give treasurer credit card information to make a deposit.
- A student may charge up to 2 meals maximum (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 charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or make purchases in the canteen area.
- If a student has more than a \$6 debit on their account they will be given a NSLP approved alternate lunch
- 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 may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a 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 privilege of charging meals will be refused.
- The Food Service Director will notify parents every quarter of any outstanding negative balance in the student's lunch/meal account. The food service director will also send home letters each quarter to parents of students who carry negative balances of \$10 and above.
- All accounts must be settled at the end of the semester Letters will be sent home approximately 10 days before the end of the semester to students who have any negative

balances. Negative balances of more than \$10 not paid in full 1 day prior to the end of the 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 \$10 or more left in their lunch/meal food service account will be notified by mail by food services at the end of the semester and given the option to transfer the funds to another student or to receive a refund. If no response is received within 10 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to 800 fund.