

## School District of Springfield Township

### LOCAL MEAL CHARGE POLICY

#### Funding Student Meal Accounts:

- Student meal account can be funded through multiple methods to include cash or check at the time of purchase or at the school office, cafeteria or at the Administration Building (1901 E Paper Mill Road, Oreland PA 19075).
- Checks should be made payable to SDST Food Services.
- Parents may also use a debit or credit card to make payments at [www.schoolcafe.com](http://www.schoolcafe.com) as well as set up low balance notifications and auto payments.
- Parents are encouraged to set up a student account at [www.schoolcafe.com](http://www.schoolcafe.com) to monitor school lunch account activity. Please see our food services page at our school website [www.sdst.org](http://www.sdst.org) for full information on SchoolCafé.

#### Student Meal Charges:

- The School Board recognizes that student may forget to bring money to school for meals and in an effort to assist families in helping student not go hungry students will be allowed to charge the cost of a meal on their student lunch account to be paid back at a later date.
- Students who do not have money on their account will be allowed to charge full meals, no extras or a la carte items may be charged.
- Parents may set up account restrictions, including a la carte restrictions at [www.schoolcafe.com](http://www.schoolcafe.com).
- Parents can request in writing that their child not be allowed to charge school meals in writing to our food services department. Contact information can be found on our website at [www.sdst.org](http://www.sdst.org).

#### Free or Reduced Price Meals:

- Parents needing assistance in paying for school meals are encouraged to apply for Free or Reduced Price Meals.
  - Information on Free or Reduced Meal Prices is available on our website [www.sdst.org](http://www.sdst.org), homebound communication on the first day of school, and may apply online through [www.schoolcafe.com](http://www.schoolcafe.com).
  - Parents may apply for free or reduced price meals at any time during the school year.

#### Adult Meal Charges:

- Adults may not charge on their account if no funds are available (to include employees, volunteers, and visitors).

### Student Debt Collection:

- All unpaid student lunch debt must be paid in full by the end of the school year.
- Schools will send out balance notifications weekly to Parents via email or written letter to all households notifying them of their balance.
- Schools will attempt to collect any unpaid lunch debt weekly via email or written letter addressed to the Parent/Guardian.
- No negative balance information will be communicated with students at the schools.
  - Students may request an update on their current balance from the cashier at the time of purchase.
  - High School students (grade 9-12) may be reminded of any negative balances in addition to the parent receiving notifications from the school.
- Students will not be publicly identified or stigmatized for owing a school lunch account balance or current eligibility status.
- Students will not be required to perform chores, work, or discard a school meal if he/she cannot pay for meals.
- Students owing more than the cost of five school meals may be subject to more aggressive collection procedures.
- Parents of graduation students with a positive balance may elect to donate the unused funds to students with debt and will be applied to free or reduced students first, transfer to another student within the district, or request a refund of remaining balance. Please see [www.sdst.org](http://www.sdst.org), food services page for more information on positive balances.
- Students owing uncollected lunch debt may be restricted from activities such as obtaining diplomas, purchasing prom tickets, receiving report cards, and other student activities. These restrictions apply to other student debt as well, example: Chromebook debt and library fees.