

TRI-TOWNSHIP CSC STUDENT MEAL ACCOUNT PROCEDURE

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Tri-Township Consolidated School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Parents/Guardians can pay for meal services directly by check or cash and also by accessing Harmony and using a credit/debit card. There is a 3% fee for credit/debit card use.
- A student may charge up to 4 meals maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$25.00 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 “a la carte” items
- 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.
- The food service or other school personnel will coordinate communications with the parents(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, an email 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.
- Emails will be sent weekly to notify parents of any outstanding negative balance in the student’s meal account.
- All accounts must be settled at the end of the school. Emails will be sent home approximately 10 days before the end of May to students who have any negative balances. Negative balances should be paid in full 3 days prior to the end of May.
- Students who graduate or withdraw from the corporation and have funds left in their lunch/meal food service account will be notified by email by the School Treasurer and given the option to transfer the funds to another student or to receive a refund. If no response is received within 30 days the student’s lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to kitchen fund.

This institution is an equal opportunity provider.