

Procedure for Student Lunch/Meal Accounts

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 procedures.

- 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 card.
- A student may charge up to 3 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 \$10 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” 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 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 parents/guardians to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, notice will be provided the parents/guardians that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- Parents may check their child’s lunch fund balance at any time through Harmony. Letters will be sent home each week to parents/guardians of students who have an account with a negative balance greater than \$5.00.
- All accounts must be settled at the end of the year. Letters will be sent home approximately 10 days before the end of the year to students who have and negative balances. Negative balances not paid in full 3 days prior to the end of the 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.
- Student who graduate or withdraw from the corporation and have funds left in their lunch/meal food service account will be notified by food services and give 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 the Kitchen fund.

Wanatah Public School - additional procedures. Notes are sent home weekly with students who have low balances in their lunch account so that money can be deposited before a student's account is zero. However, the school will allow up to \$15.00 in meal charges before the student is given an alternative meal. The alternative meal (peanut butter sandwich and milk) will be provided one time, then at a cost of 50 cents thereafter but only on a temporary basis until the student's account has a positive balance. This option is only a last resort, and it is not a regularly offered menu choice.

Students are to pay for their breakfast and/or lunch in advance. Money can be placed into a student account here in the Wanatah School office. Checks and/or credit/debit cards are preferred, but cash is also accepted. As before, children who are eligible for free or reduced-priced meals that bring a lunch from home do not receive a free milk; they must purchase a milk at regular price. Since the school participates in the School Breakfast and National School Lunch Program, the entire meal must come as a unit including milk.