

Tri-Township Procedure for Student Lunch/Meal Accounts 2022-23

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Tri-Township 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 (one charge per meal) 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 a negative balance 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.
- 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.
OR
 - Elementary students will be provided an alternative meal of a cheese sandwich as an entree to a student who pays reduced or full price, has exceeded the allowable number of lunches and who does not provide the required payment for that 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.
OR
 - 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 privileges of an alternative meal will be refused.

- The food service director will also send emails each week to parents of students who carry negative balances of \$5.00 and above.
- All accounts must be settled by the end of the school year. Emails/letters 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 mail by 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 8400 account, lunch fund.

This institution is an equal opportunity provider.