

## Charging Policy for Student/Adult Lunch/Meal Accounts

### 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. South Newton School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins.
- A student may charge up to **5 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 **5 days** 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 including a second student tray or make purchases in the A La Carte Line.
- 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.
- 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 but cannot use that money to purchase food items in the A La Cart Line
- An Alternative meal will be provided(cheese sandwich, fruit and milk) to a student who pays reduced or full price and does not have the required payment for that day. This is after the **5 meals have been charged and no payment has been made.**
- The food service director 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 manager will also send home e-mails each week to parents of students who carry negative balances of \$5.00 and above.
- All accounts must be settled by the last day of each month. Letters will be sent home approximately 10 days before the last day of each month to students who have any negative balances. Negative balances of more than **\$50** not paid in full **5** days prior to the last day of school 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 **\$5** or more left in their lunch/meal food service account will be notified by the food service director 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 be closed and the funds will no longer be available. Unclaimed remaining balances will be transferred to the school lunch fund.