

## **Procedure for Student Lunch and Meal Accounts**

The North Putnam Community School Corporation Food Service Program takes pride in serving nutritious meals daily to our students. We are firm believer that hungry students do not learn as well as students with proper nutrition. Under no circumstance do we want a child to go without lunch.

The school food service program, which is self-funded, strives to operate in a financially responsible manner. The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. North Putnam Community School Corporation will adhere to the following meal charge procedure.

All cafeteria purchases are to be prepaid before meal service begins. A parent can pay cash, by check, or online. To pay online you need to bring up your student's account and scroll to the bottom of the page and select make payment. This will bring up a new window where you may select to pay on your students lunch account and follow the steps provided for you. This will charge you an access fee of \$.50.

Cafeteria cashiers will give students verbal reminders when their account balance is low.

A student or staff member may charge up to \$20.00 as long as they establish and maintain a good credit history or 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.

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 sign of abuse or neglect and the proper authorities will be contacted if necessary.

Once a student has reached the charge limit of \$20.00, schools will provide an alternative meal of a cheese or lunchmeat sandwich, a vegetable, a fruit, and a milk to a student who pays reduced or full price and who does not provide the required payment for that meal.

If food service staff determines that a student is abusing this policy, written notice will be provided to the parents or guardians that if he or she continues to abuse this policy, the privilege of charging will be refused.

If the cafeteria staff inadvertently serves a student a tray that he or she should not have received, the staff will not take the tray away and dispose of it. The food service program will be responsible for the cost.

The Food Service Director will coordinate communications with parents or guardians to resolve unpaid charges.

Automated call will go out to parents or guardians three times a week for negative balances.

Food Service Director will send negative balance letters home on a biweekly basis.

Food Service Director will call parents or guardians when the negative balance reaches \$15.00.

Cafeteria Managers will serve alternate meal when negative balance reaches \$20.00.

Food Service Director will call parents or guardian when negative balance reaches \$20.00.

If balance is not paid and or no response is received from parents or guardians within 30 days, the Food Service Director will turn the account over for collections.

All accounts must be settled at the end of each nine-week period. Letters will be sent home approximately five days before the end of the nine-week period to students who have any negative balances. Negative balances of more than \$50.00 not paid in full by the end of the nine-week period will force the School 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 School Corporation. The student account will be zeroed out 30 days after turned over for legal action.

Students who graduate or withdraw from the corporation and have \$20.00 or more left in their lunch or meal food service account will be notified by mail or phone by the Food Service Director at the time or winter break and again at the end of the school year and will be 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 or meal account will close and funds will no longer be available. Unclaimed remaining balances will be transferred to an "other revenue" account.

After the end of the year, inactive accounts (withdraw or graduated students) with a negative balance of \$20.00 or more will be included in collections of unpaid debt process.