



Eastern Lancaster County School District School Meal Charges and Accounts

To ensure the effective operation of the District's food service program, the District establishes the following guidelines for payments of student school meals

-Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias, which ensure the identity of each student is protected. Students will have their ID's to use at the registers.

-Students may purchase any meal, breakfast and lunch, regardless of account balance UNLESS we have a letter on file from the parent

-Students who enter the negative (owe money) will not be able to purchase any a la carte which includes an extra milk with the account until their account has a positive balance; cash may be used.

-Students may only be denied a meal if a parent provides us with written specific instructions to deny the meals.

-Food service staff may not engage in any communication about balance information to students in grades K-8 UNLESS the student asks about their balance. All responses are to be done discreetly. All account information must be communicated directly with parents/guardians in grades K-8.

-The District shall notify parents/guardians when the student's account reaches a low/negative balance via E-mail or letter. \$10.00 and under weekly. (Important to make sure there is an e-mail address on file)

-Letters will be mailed home every 3 weeks to families with a negative balance.

-The District shall provide parents/guardians with information on payment options and free and reduced-price meals via E-mail, phone or letter.

-When funds are received, any meals owed will be immediately deducted.

-Families can apply for free/reduced meals at any time during the school year and can reapply at any time if their circumstances change. Applications can be completed online at www.schoolcafe.com. For assistance please contact Jami Leisey at jami_leisey@elanco.org or 717-354-1581

-NSF (non-sufficient funds) Checks will occur a \$20.00 bank charge and will be asked to replace the funds with either cash or money order. Excessive NSF checks may result in requiring cash or money order payments for all account deposits.

-Donations received with the intent to help students with a negative balance will be deposited into our Donor account and transferred to student accounts at the end of the school year.

Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the District to collect unpaid meal charges from parents/guardians via e-mail, phone or letter. Efforts taken in the collection shall focus primarily on the parents/guardians responsible for providing funds for meal purchases. Negative student debt cannot be paid for with food service funds.

If there are negative balances at the end of the school year every effort will be made to collect the debt prior to turning the outstanding amounts of -\$50.00 and higher over to collections.