



## Southeast Dubois County School Corporation

### Food Service Charging Procedures (07/01/2017)

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. The Southeast Dubois County School Corporation will adhere to the following meal charge procedures.

- In an effort to ensure no student will miss a meal, all students will be allowed to charge a maximum of ten dollars (\$10.00) to their school meal account. Once the \$10.00 limit has been reached, no meals and no alternative meals will be provided. (Note: charging is permitted for meals only.)
- All charges must be paid or the student is expected to bring food from home until their school meal account balance is replenished and has a positive balance again.
- School meal accounts for students and/or staff are not to have a negative balance.
- School meal purchases are to be prepaid prior to or at the time of meal service. This may be done by depositing money, in any amount, into a student's school meal account on any school day. There is a "No Cash Back Policy" – all money paid goes directly into the student's school meal account.
- Meal charges are strongly discouraged, except for occasional instances when a student may need assistance with meal funds. It is the responsibility of parents / guardians to provide meals for their child(ren) either by food from home, always keeping money in their child(ren)'s school meal account so that the school may supply a meal, or by applying for meal assistance through the free and reduced meal program.
- Free and reduced priced meals are available to those families who qualify. Applications are available at all schools or online on the corporation website under "Food Service Forms". Free and Reduced benefits begin once an application has been approved. Parents / guardians are responsible for payment of all meals at full price until their application is approved.
- Students may NOT charge "a la carte" items. All "a la carte" purchases will either be on a prepaid or cash basis.
- Meal charging is a courtesy and should NOT be used as a payment practice. Its use should be as infrequently as possible. Parents / guardians are expected to bring the negative balance to zero or a positive balance in a prompt or timely manner.
- Harmony Family Access may be used to check school meal accounts, and to make sure there are adequate funds for meal purchases. Low balance automatic daily reminders can be set up to be received as either an email or text or both through the Notification Profile as a "Push Notification". [Note: Setting up weekly reminders is not recommended, as the message may not be received in time before the school meal account acquires a negative balance.]
- The Southeast Dubois County School Corporation uses the notification system School Messenger weekly (each Sunday evening) to send negative balance notifications for any negative meal account balances. Email notices are also sent at minimum once per week. School personnel make every effort to provide timely "Negative Balance" notices to school meal accounts that fall below \$0.00.
- Negative Balances must be paid regardless if a Free and Reduced application has changed the student status from paid to "Free" because the charges were made prior to the status change.
- Balances owed from non-responsive parents / guardians, will force action to be taken to collect the unpaid funds by means of a collection agency, small claims court, or any other legal method deemed necessary. At the end of each year, school meal accounts are required to be paid in full.
- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their school meal account will have 90 days to notify the corporation to request a refund or to transfer the funds to another school meal account. Unclaimed remaining balances will be transferred to the school lunch fund.
- If a school meal account balance requires special consideration on any day, please contact the school as soon as possible. They will do their best to work with parents / guardians to serve the needs of each student. **Please keep in touch with your child(ren)'s school.**

Remember, a Charge Policy is a courtesy---not a requirement.

Please use it wisely!

*This institution is an equal opportunity provider.*