

Charge Policy and 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. Mt. Vernon Community School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins or in the cafeteria lunch line. Online payments can be made via an e-Funds account that is linked to their Skyward account. Cash or checks can be placed in an envelope with the student's name, ID number, and homeroom teacher on the front.
- A student or staff member may not charge any a la carte purchases. If a student does not have sufficient funds in their account a complete reimbursable meal will be available and the student will be charged a meal.
- 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 their immediate supervisor who will report it to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools will provide a reimbursable meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
- There will be Free and Reduced Meal Applications available to families yearly. They can complete them online via Skyward Family Access or complete a paper copy available at each school.
- The school food authority 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 as evidenced by 5 consecutive instances, verbal notice from administration 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 automated letter system will notify parents every day of any outstanding negative/low balances in the student's lunch/meal account.
- All accounts must be settled at the end of each semester. Letters will be sent home daily to students who have any negative balances. Negative balances \geq -\$10 not paid by the end of the

semester 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 funds left in their lunch/meal food service account have the option to transfer the funds to another student or to receive a refund. The form to do so is available on our webpage. If no form is received within 30 days of the end of the school year or student's withdrawal date, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the negative balance fund to offset other negative balances.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-05080002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

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