

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. Danville Community School Corporation will adhere to the following meal charge procedure.

- Cafeteria purchases may be prepaid before meal service begins or cash may be given at the point of sale. Parents may make online payments through the parent portal of the student system or send a cash/check with their student to the school. A check is preferred, as it can be tracked. A fee will be applied to online payments.
- Direct certification lookups will be performed as much as possible to ensure that students who automatically qualify for free/reduced meals will not accrue a balance.
- A student may charge up to \$50 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- If a student has reached the charging limit, an alternate lunch will be provided. This meal will include a homemade peanut butter and jelly, choice of up to two fruits, choice of up to two vegetables, and a milk. Food allergies will be accommodated with the alternate meal. This will be considered a reimbursable meal so the school can recoup some reimbursement for providing the meal at no cost. Breakfast will not be affected by this policy as the cost of a breakfast is an allowable expense from the food service fund.
- A staff member may charge up to \$50 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has a negative balance may not charge "a la carte" item(s), including extra main entrees. If the student brings cash, they may purchase extras.
- 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.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- The food service department will take proactive measures to alert households of low balances. The automated email system will notify parents every *Tuesday and Friday* of any low balance outstanding negative balance in the student's lunch/meal account.
- All account balances, negative or positive, will roll over to the next school year. The school will actively try to collect any unpaid debt throughout and at the end of the school year. Any unpaid debt over \$50 will be sent to collections at the beginning of the new school year which will give parents/guardians the chance to pay off balances at back-to-school events.

- Students who graduate or withdraw from the corporation and have a *negative* balance in their lunch/meal food service account will be contacted by the food service department to collect debt. If no payment is received within 6 months of leaving the Corporation, this will force action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation. School officials will work together with families to create a plan for payment of outstanding balances. Donation funds may be available for households to use.
- Students who graduate or withdraw from the corporation and have a *positive* balance in their lunch/meal food service account will be given a refund as referenced in SB policy #6620. If efforts have been made to contact the household and a balance is unclaimed after a period of time then the remaining balances will be transferred to the food service prepaid fund.