

**Wyoming Valley West School District**  
**CAFETERIA PROCEDURES AND PURCHASE CHARGE POLICY**  
**2025/2026 School Year**

The Wyoming Valley West School District Cafeteria is serviced with a student account system. This system is a pre-paid program that allows students to deposit their meal money into their meal accounts to be used to purchase additional meal items, snacks, and beverages. Please read the following policy on making deposits, charging to your students' accounts, and payments returned due to insufficient funds.

- All students will receive one free lunch and one free breakfast. Wyoming Valley West has qualified for the Community Eligibility Program for the 2025-26 school year. All additional meal items and snacks will be an additional charge.
- No charging of additional meal items or snacks will be allowed. No exceptions will be made.
- You can add money to your child's account by filling out an envelope and sealing the payment inside. Your child can drop off the envelope to the cashier in the cafeteria or at the high school and middle schools, drop it into the lockbox in the cafeteria each morning.
- The envelope should be clearly marked with your child's name and account number. If the payment is for more than one child, indicate how the money should be split (for example, Johnny = \$10.00 and Sally=\$15.00).
- We encourage payment be made in the form of a check and made out only to "Wyoming Valley West Cafeteria Fund".
- Money received on account is automatically deposited in Wyoming Valley West's Cafeteria Fund. The money remains on the student's account and will be drawn down as students purchase additional meal items and/or snacks.
- All students have been assigned a Student ID number to access their lunch account. This ID number will be like a PIN for an ATM machine. Students will enter their ID number into a PIN pad prior to the cashier. We will help your child learn his/her ID number.
- The high school operates on a cashless system. Students must have money on their accounts in order to make purchases. If they choose not to utilize cash on account, then they can purchase a selection of items from the ala carte line in the back of the cafeteria.
- You can access your student's account via the internet to view purchases and account balance. To check your child's account please visit [www.wvwsd.org](http://www.wvwsd.org). You will also have the ability to view and print out a copy of your child's meal purchase history report. This history report will show all the dates and times that your child has made purchases in the cafeteria.

- If **checks are returned due to insufficient funds**, a letter from the school district office will be sent to your home requesting re-payment of check value plus the bank fee.
- No charging will be permitted by any staff member or teacher. Money must be on account or the meal paid for that day. No exceptions will be made.