



Procedure for Student Meal Accounts

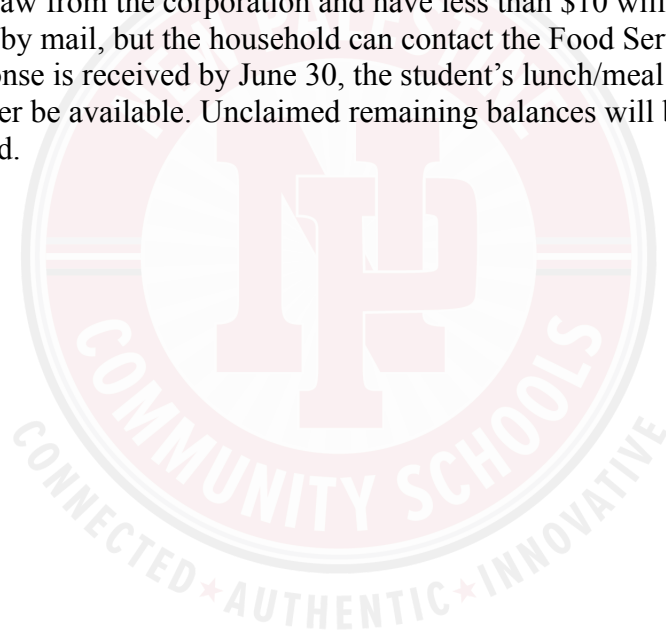
The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. New Palestine Community Schools will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Cafeterias will accept cash or check deposits between the hours of 7:00 am-1:30 pm M-F. Households may also prepay student accounts using E-Funds for Schools or Family Portal at any time by visiting www.efundsforschools.com or <https://newpalestine.familyportal.cloud/> and creating an account. Credit, Debit or electronic checks are accepted.
- A student may charge up to (\$20) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to (\$5) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or milk.
- 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.
- Schools will provide an alternative meal of PB&J Pack or Deli Sandwich Pack to a student who pays reduced or full price, who is negative (\$20) or more and who does not provide the required payment for that meal.
- The food service manager or other school personnel 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 procedure, written notice and contact by phone will be made to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

This institution is an equal opportunity provider.

July 2024

- An automated e-mail will notify parents every Sunday and Wednesday of any outstanding negative balance in the student's lunch/meal account. The food service manager will also mail letters home each week to parents of students who carry negative balances of (\$10) or more.
- All accounts must be settled at the end of each Semester. Letters will be sent home approximately 30 days before the end of the Semester to students who have any negative balances. Negative balances of more than (\$20) not paid in full on the last day of the semester will force New Palestine Community Schools to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by New Palestine Community Schools.
- Students who graduate or withdraw from the corporation and have \$10 or more left in their food service account will be notified by e-mail and certified mail by food services by June 15 and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than \$10 will receive an e-mail, not a direct notification by mail, but the household can contact the Food Service office to receive a refund. If no response is received by June 30, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the donation meal fund.



This institution is an equal opportunity provider.

July 2024