

# Covington Community School Corporation

## Charging Policy 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. Covington Community School Corporation will adhere to the following meal charge procedures.

- **ALL cafeteria purchases are to be prepaid before meal service begins. Households may elect to pay online through Skyward Parent Access program or may choose to send a check/cash in with their student(s).**
- Students will be entitled a negative fifteen-dollar (-\$15.00) lunch balance. This will allow students to charge several meals before given an alternate lunch option. The alternate lunch option will consist of a fruit, offering of the two available vegetables, a Peanut Butter and jelly sandwich (depending on any food allergies) and a milk.  
There will be a \$1.50 charge for the alternative lunch.
- A Staff Member may charge up to \$10.00 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 purchase ALA CARTE item(s), unless they have money in hand for a meal that day.
- 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 director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid bills.
  - If food service staff suspects a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy the privilege of charging meals will be refused.
- All accounts must be settled at the end of each semester. Negative balances of more than \$15.00, not paid in full at the end of each semester, will force the Corporation to act to collect unpaid funds by means of any legal method deemed necessary by the Corporation. Continued delinquency may result in referral to Small Claims Court or Corporation use of the TREC's System (Tax Refund Exchange and Compliance System).
- **Students who graduate or withdraw from the Corporation and have \$15.00 or more left in their account will be given the option to transfer the funds to another student or submit a written request for refund. If no request is made within 30 days, the student's lunch account will close and the funds will no longer be available. Unclaimed remaining balances will be used to fulfill any outstanding debts the student(s) incurred while enrolled in CCSC. Once debts are fulfilled moneys will be transferred back into the Corporation lunch fund.**
- **To assist parents in maintaining a positive lunch balance, parents may log into Skyward Family Access, under the Parent Tab on the school website-**  
[Covington.k12.in.us](http://Covington.k12.in.us)  
**There you will be able to see purchases made, payments received, have the ability to apply for Free/Reduced lunches and be able to make Credit/Debit card payments.**