



Title: **Student Cafeteria Accounts**

Code: 808.1

Book: Policy Manual

Section: 800 Operations

Purpose

The Board of School Directors deems it necessary and appropriate to implement a policy for charging meals in the cafeteria and implementing the use of pin pads for grades K-12. This policy is in compliance with the National School Lunch Program Guidelines (U.S. Department of Agriculture).

Guidelines

It is the responsibility of the parent(s)/guardian(s) to ensure that the student has money in his/her account or has cash to purchase meals, or that the student brings a lunch.

All students in grades K-12 at Waynesburg Central High School, Margaret Bell Miller Middle School, Waynesburg Central Elementary School and Perry Elementary School will be issued a Student Identification Number for use in the cafeteria's SNAP system. Students will utilize a pin pad for both breakfast and lunch and will have the responsibility of knowing his/her student number at the point of service (cashier). Security measures exist to ensure confidentiality of student numbers. Students attending East Franklin will use a roster as a check off system.

Students in grades K-5 and special needs students (who are unable to take full responsibility for their money) will be provided with an alternate breakfast/lunch should they not have funds in

their account or money for meals that day. Accounts will be charged for alternative meals.

Only complete meals (consisting of three (3) or more food components) are permissible for charging. No ala-carte items (snacks, drinks, desserts, or single meal items) may be charged on the SNAP account.

Students in grades 6-12 will not be permitted to charge meals.

Parents/Guardians of students in grades K-5 that have an account with a negative balance will receive a monthly statement sent home via the student's folder.

Cashiers will verbally notify students in grades 6-12 when their accounts are at a positive \$5.00 balance.

All money deposited in the SNAP account(s) is to be used for purchases in the cafeteria only. All funds presented to Cashiers will be deposited to students' accounts. No change will be provided. Accounts with positive balances at the end of each school year may be refunded if requested by a letter from the parent/guardian. Checks will then be issued by the business office. All money left in the SNAP account at the end of the year will be transferred to the next grade level.

Before a student graduates or transfers to another district, the Food Service Director or Assistant must sign off that the student's account is paid in full before records will be released.

Adopted: **October 21, 1981**

Last Revised: **September 15, 2009**

Legal References:

- [24 P.S. 510](#)
-