LAFAYETTE SCHOOL CORPORATION

STUDENT MEAL AND A LA CARTE PURCHASE POLICY

Policy Number: _____
Adopted: _____
Effective Date: _____
Last Revised: _____

I. Purpose

The purpose of this policy is to establish consistent procedures regarding student meals, second meals, a la carte purchases, student meal account balances, and the charging of food items within Lafayette School Corporation.

Lafayette School Corporation participates in the **Community Eligibility Provision (CEP)** under the National School Lunch Program and School Breakfast Program. Under CEP, participating schools provide breakfast and lunch to enrolled students at no charge. Indiana Department of Education guidance states that schools participating in CEP agree to serve all students breakfast and lunch at no cost.

Accordingly, the Corporation's policy is designed to ensure that **lack of money never prevents a student from receiving the student's eligible reimbursable school meal**, while establishing reasonable financial controls for optional purchases that are not covered by CEP.

II. Free Reimbursable Student Meals

All students enrolled in Lafayette School Corporation may receive:

1. **One reimbursable breakfast at no charge**, when breakfast is offered; and
2. **One reimbursable lunch at no charge**, when lunch is offered.

The availability of a student's reimbursable breakfast or lunch **shall not depend upon the balance in the student's meal account**.

A student with a zero or negative account balance will not be denied an otherwise eligible reimbursable breakfast or lunch because of that account balance.

Lafayette's existing CEP parent notification similarly states that all enrolled students may receive one reimbursable breakfast and one reimbursable lunch at no charge on in-person school days when meal service is offered. [CEP notifi...guardiana | Word]

III. Second Meals, Additional Meals, and A La Carte Items

CEP applies to qualifying reimbursable student meals. It does not make additional meals or individual a la carte purchases free. Lafayette's existing CEP notification specifically distinguishes additional meals, incomplete meals, and individual/a la carte items from the no-cost CEP meals.

At secondary schools where such items are offered, students may purchase:

- a second or additional meal;
- individual food or beverage items offered a la carte; and
- other approved food-service items that are not part of the student's no-cost reimbursable meal.

These items are considered **optional purchases**.

IV. No Charging of Optional Purchases

Lafayette School Corporation does not extend credit to students for second meals, additional meals, or a la carte items.

A student must have **sufficient funds available at the time of purchase** to pay the full price of an optional item.

Payment may be made using an available positive balance in the student's meal account or another payment method accepted by the Corporation.

If sufficient funds are not available, the optional purchase will not be completed, and the item will not be provided on credit.

Food service employees shall not create or increase a negative student account balance for the purchase of:

- second meals;
- additional meals;
- a la carte food or beverages; or
- other optional food-service purchases.

This provision does **not** affect the student's ability to receive the student's no-cost reimbursable breakfast or lunch.

V. Treatment of Students

All procedures under this policy shall be implemented in a respectful and consistent manner.

Students shall not be publicly identified, embarrassed, or treated differently because of the balance in their meal account.

When a student does not have sufficient funds for an optional purchase, food service staff should handle the transaction discreetly and, when appropriate, remind the student that the student's eligible reimbursable meal remains available at no charge.

VI. Student Meal Accounts

Families may deposit money into student cafeteria accounts for the purchase of optional food-service items.

Lafayette School Corporation currently identifies **MySchoolBucks** as its online system through which parents may deposit money into student accounts. Lafayette's previous handbook materials also state that account balances carry over from school year to school year and transfer when a student moves to another Lafayette School Corporation school.

Parents and guardians are encouraged to monitor the student's account balance and maintain sufficient funds when the student intends to make optional purchases.

VII. Existing Account Balances

Any balance remaining in a student's meal account will be administered in accordance with applicable Lafayette School Corporation procedures and federal and state school nutrition program requirements.

Nothing in this policy authorizes a student to incur additional debt for optional food-service purchases.

VIII. Communication of the Policy

Lafayette School Corporation will make this policy available to students, parents and guardians, school administrators, and appropriate food service personnel.

Information provided to families should clearly distinguish between:

CEP reimbursable meals:
Provided to students at no charge.

Optional second meals and a la carte purchases:
Available only when the student has sufficient funds to complete the purchase.

The Indiana Department of Education maintains specific Meal Charge Procedures resources, including USDA unpaid-meal-charge guidance, a charging procedure template, and an Unpaid School Meals FAQ.

IX. Administration

The Superintendent or designee and the Food Service Director shall be responsible for administering this policy consistently throughout Lafayette School Corporation and for establishing any administrative procedures necessary for implementation.

The administration may revise implementing procedures when necessary to maintain compliance with requirements of the **United States Department of Agriculture, Food and Nutrition Service**, the **Indiana Department of Education, Office of School and Community Nutrition**, or other applicable federal or state requirements.

X. Governing Requirements

This policy shall be administered in accordance with applicable federal and Indiana requirements governing the National School Lunch Program, School Breakfast Program, Community Eligibility Provision, and school meal account practices.

If applicable program requirements change, Lafayette School Corporation will administer this policy consistent with the controlling requirements.