

### Tri-Township Procedure 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. Tri-Township Consolidated School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Parents/Guardians can pay for meal services directly by check or cash and also by accessing Harmony and using a credit/debit card.
- A student may charge up to 3 meals maximum 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 \$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 a negative balance may not charge “a la carte” items.
- 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 may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.  
*OR*
  - Wanatah School will provide an alternative meal of a cheese sandwich for the entree to a student who pays reduced or full price 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 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.  
*OR*
  - If food services staff suspects that 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 privileges of an alternative meal will be refused.

- The food service manager will send emails/letters each week to parents/guardians of students who have an account with a negative balance greater than \$5.00.
- All accounts must be settled by the end of the school year. Emails/letters will be sent home approximately 10 days before the *end of May* to students who have any negative balances. Negative balances should be paid in full 3 days prior to the *end of May*.
- Students who graduate or withdraw from the corporation and have funds left in their lunch/meal food service account will be notified by mail by the School Treasurer 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 funds left in their lunch/meal food service account will be notified by the School Treasurer and given the option to transfer the funds to another student or to receive a refund. If no response is received within 30 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to Kitchen fund.