



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. Whitko Community Schools Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Methods of prepayment are made via cash, check or through eFunds online prepayment option.
- An elementary student may charge up to \$5.00 maximum as long as they establish and maintain a good credit history of making payments on their food service accounts. No charging is allowed the last two weeks of the school year.
- Any middle school and high school students are not allowed to charge for meals.
- Staff member are not allowed to charge for meals.
- An elementary student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees.
- 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 a sandwich and a carton of milk 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.
- The automated call system will notify parents every week of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters or notices each week to parents of students who carry negative balances or are at a low lunch balance and in need of sufficient funds to purchase lunch.

- All accounts must be settled by two weeks before the end of school year. Letters will be sent home approximately three weeks before the end of school to students who have any negative balances. Negative balances of more than \$5.00 not paid in full two weeks prior to the end of school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$10.00 or more left in their lunch/meal food service account will be notified by mail by food services at the end of the school year and given the option to transfer the funds to another student or to receive a refund. If no response is received within 14 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to a Cafeteria Caring Fund that assists those struggling to make payments.
- Nutrition is a vital ingredient in a total educational program for students and the Whitko Community Schools will never allow a child to miss lunch for failure to bring lunch money. The Whitko Community Schools Food Services Department staff is dedicated to promoting and providing good nutrition for all of our students and would like to encourage all parents/guardians to help their children remember their responsibility to bring lunch money to school.