

Guidelines 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. Shenandoah School Corporation will adhere to the following meal charge guidelines:

1. All cafeteria purchases are to be prepaid before meal service begins. Multiple options exist, through HARMONY online electronic payments or non-electronic payments of cash or check delivered to the Cafeteria before or during school prior to the start of lunch service.
2. A student may charge up to 5 meals maximum (one charge per meal) as long as they establish and maintain a good credit history by making payments on their food service accounts.
3. A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history by making payments on their food service accounts.
4. A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees
5. If a student repeatedly comes to school with no lunch or no money, the food service/cafeteria manager must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
6. 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.
7. The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
8. If food services staff suspects that a student may be abusing these guidelines, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse these guidelines, the privilege of charging meals will be refused.
9. 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 via email or letters home each week to parents of students who carry negative balances of \$10.00 and above.
10. All accounts must be settled at the end of each semester. Letters will be sent home approximately 10 days before the end of each semester to students who have any negative balances. Negative balances of more than \$10.00 not paid in full 3 days prior to the end of each semester 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.
11. Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by mail by food services by June 5th and given the option to transfer the funds to another student or to receive a refund. If no response is received within 10 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will remain in the cafeteria fund.