

Clark-Pleasant Community School Corporation

Student Meal Account Procedures

Effective 2/1/2020

The National School Lunch Program requires school food authorities to establish written administrative guidelines and procedures for meal accounts. Clark-Pleasant Community School Corporation (CPCSC) will adhere to the following meal account procedures.

Parents/Guardians may pay online through our Web Store (<https://clarkpleasant.revtrak.net/food-service/student-food-service/#/list>) or send cash/checks to the building where the student attends. We recognize that circumstances may result in a student's need to defer payment for lunch or breakfast and shall permit deferments on occasion. CPCSC strives to handle negative meal accounts consistently. If a student defers payment for a meal, parents/guardians will be notified when the meal account reaches a significant negative balance of (-\$5.00). Meal account balances can be seen in ParentVUE or by logging in to our Web Store.

Methods of Communication

K-5th Grades

Meal deferment slips will be sent home with students.

Food Service managers will email or call parents.

6th-8th Grades

Account balance will be shared with student at checkout.

Food Service managers will email or call parents.

9th-12th Grades

Account balance will be shared with student at checkout.

Significant negative meal account balances shall not be permitted at any grade level. However, students will always receive a meal. Furthermore, if a student has a negative meal balance, the purchase of à la carte food and beverage items will be prohibited.

Parents/Guardians, staff members, and adult community members shall not be permitted to defer payment of meals or à 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.

New funds that are deposited into a student meal account will first be applied to a negative balance (should one exist). All accounts must be settled by the end of the school year. Negative balances of more than \$10.00, will result in the attempt to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation. Additional fees may apply.

Parents/Guardians of students who graduate or withdraw from the corporation and have \$10.00 or more remaining in their meal account will be given the option to transfer the funds to another student's meal account, receive a refund, or donate the remaining balance. If no response is received within 30 days of the student's departure, the student's meal account will close and the funds will no longer be available. If a refund is desired, please email foodservice@cpcsc.k12.in.us or call the Food Service Department at 317-535-3105.