

## MSD Warren Township-Food Service Charge Policy

Lunches sold by the Corporation may be purchased by students, staff members and community residents in accordance with the procedures by the Superintendent.

The Board recognizes that circumstances may result in a student's need to charge a lunch on occasion and shall permit such charges.

The Superintendent shall develop procedures regarding meal charges, which shall be implemented by the Warren Township Food Service Department. This procedure will provide direction so that students attending Warren Township schools who do not have funds in their lunch account or on-hand to cover the cost of their meal at the time of service are treated consistently.

Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$25.00.

If a student has a significant negative lunch account balance, s/he shall be provided a choice of two alternate meals at a reduced price of \$0.50. This charge shall continue to accrue to his/her negative lunch account balance and his/her parent(s) or guardians shall be responsible for the outstanding charges. Each alternate meal will be a low-cost alternative to the regular reimbursable meal and shall meet USDA nutritional standards or the Smart Snacks in Schools Regulations so that it qualifies for reimbursement under the National School Lunch/Breakfast Program.

There will be no charges allowed for a la carte item(s) including extra main entrees.

Warren Township Food Service Department will attempt to notify parent(s)/guardians of their negative account balance in the form of negative balance letters, automated low balance phone calls, low balance email notifications and/or phone calls from the Food Service Department. If a student repeatedly comes to school with no lunch and no lunch money, the Food Service Department must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

Parents will have the opportunity access their Food Service Parent Portal at any time. The Food Service Parent Portal will allow each parent to view their current Food Service Account balance, meal purchase history and deposit money into a student's lunch account. The Food Service Parent Portal can be accessed online at <https://foodservice.warren.k12.in.us/login.aspx>. To obtain a username and password to the food service parent portal, parents/guardians may contact the Food Service Department. The Food Service Department will provide a copy of the Corporation charge policy during registration, on the Corporation Food Service website and in the student handbook.

Significant negative lunch account balances that are not collected in the year when the debt is incurred and the student has become inactive, shall be classified as bad debt. All bad debt/uncollectable debt from students with inactive lunch accounts will be turned over to a credit agency 30 days after the end of each school year.

Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total amount of the bad debt. If funds to reimburse the Corporation for this bad debt are not available from another source, such as school or community organization or any other non-Federal source, the funds to reimburse the school lunch program shall be transferred from the Corporation general fund or other State or local funding to make that reimbursement.