

**Pioneer Regional School Corporation**  
**Procedures for Student Lunch /Meal Accounts**  
**Additional Information Related to Board Policy 8500: Food Service Program**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Pioneer Regional School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins.
- Prepay online using your Harmony parent portal
- Use the lunch box located at the bookstore to put in lunch money before 10:00 am (HS)
- Send in lunch payment with your student and turn into teacher before 9 am (Elementary)
  
- A student may charge up to 10 meals maximum (one charge per meal) 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 charged a meal may not charge or purchase "a la carte" item(s), including extra main entrée's.
  
- 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.  
*No alternative meal will be served-the menu posted will be served to all students.*  
*Charges will still accumulate to the lunch account.*  
*Once the maximum charged amount allowed is achieved (\$25.00) no meal services will be given.*  
*The student will need to bring his/her lunch from home OR have money in hand to pay for that days meal services.*
  
- The Food Service Director/Assistant or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

- The Food Service Director/assistant will call household, send emails/texts, and letters to attempt to get the debt paid.
- Once you reach the \$25.00 in lunch charges you will not be allowed any additional charges on the account.
- 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 email will notify parents every *other day* of any outstanding negative balance in the student's lunch/meal account.
- \$25.00 is the MAXIMUM charge allowed, no exceptions.
- All accounts must be settled at the end of the school year. Letters will be sent home approximately 5 days before the *last day of school* to students who have any negative balances. Negative balances not paid in full prior to *June 15<sup>th</sup>* 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 by June 1<sup>st</sup> and given the option to transfer the funds to another student or to receive a refund. If no response is received by June 15<sup>th</sup> 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.