

South Vermillion Community Schools Charge Policy

The National School Lunch Program requires school food authorities to establish written administrative guidelines and procedures for meal charges. South Vermillion Community School Corporation will adhere to the following meal charge procedure:

1. Payments can be made using your online account with Harmony. A small fee will be charged. It may take up to 24 hours to post to your child's account. You can also send cash, check or money order to school.
2. A student may charge up to 5 lunch meals at the Elementary Schools and 3 lunch meals at the Middle School and High School as long as they establish and maintain a good credit history of making payments on their food service account. We will allow students to charge 5 breakfast meals.
3. A student isn't allowed to charge "a la carte" items of any kind without sufficient funds in their account.
4. If a student repeatedly comes to school with no lunch and no money, the 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.
5. If the student has charged the maximum meals allowed then an alternative lunch of sunbutter and jelly sandwich and milk will be provided at no charge.

6. If the student who is reduced or full price has reached the maximum charges allowed but has enough money in hand for a meal that day, they will not be denied a regular lunch.
7. The Cafeteria Manager will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
8. The automated call system will notify parents whenever the balance is -1.00 in the student's meal account. The food service manager will also send home letters, email or call at least once a week when accounts have a negative balance.
9. No charging will be allowed after May 1st. All accounts will need to be paid in full by the end of school. Accounts with a positive balance will transfer to the following school year.

This institution is an equal opportunity provider.

USDA Requires School Corporations to Have Documented Charge Policy

The USDA announced that starting with the 17-18 school year, all school corporations must have a documented charge policy in place for food service meals. The state of Indiana may adapt a statewide policy but if not, then each corporation will need to have their own in place July 1, 2017.

* **Schools will be responsible to show auditors the documentation and demonstrate how the policy is communicated to parents.**

One important characteristic of the policy specifically says that children cannot be discriminated or singled out in any way. One example mentioned the practice of providing an alternate meal choice for students that exceed the charge limit. It was made clear that if an alternate meal is used, then that meal **MUST** be made available to any student that requests it. Not providing the meal to everyone singles out students that are over the limit.

During the presentation, several practices were suggested to allow parents to maintain a proper balance. As a Harmony customer, you have several tools available to you that you should implement.

- Accepting online payments
- Utilizing Family Access which allows parents to see their account balances live
- Push Notification system that allows parents to actively set a balance reminder at the amount they determine

Complete documentation can be found at <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.



JOIN US FOR OUR TRIVIA NIGHT ON THURSDAY EVENING AT THE CONFERENCE.

TEAMS WILL CONSIST OF UP TO 6 PEOPLE.

TEAM MEMBERS DO **NOT** HAVE TO BE FROM THE SAME SCHOOL CORPORATION.

YOU DON'T HAVE TO HAVE A FULL TEAM TO REGISTER! OUR STAFF WILL ASSIST YOU IN PUTTING TOGETHER A TEAM.

TEST YOUR GENERAL TRIVIA KNOWLEDGE AND WIN CASH PRIZES!!

SODA AND SNACKS ARE PROVIDED. CASH BAR WILL BE AVAILABLE.

PLEASE CONTACT CAROL CALL AT ccall@LOGIKEY.COM TO REGISTER OR FOR MORE INFORMATION.

