

## **PROCEDURES FOR STUDENT LUNCH/MEAL ACCOUNTS & CHARGING POLICY**

The National School Lunch Program (NSLP) requires food school authorities to establish written administrative guidelines and procedures for meal charges.

The Food Service Department utilizes a computerized point-of-sale system. All students have a assigned account number (PIN). Money deposited in the account can be used for the purchase of breakfast, lunch, milk, and a la carte items.

To avoid charging, parents/guardians are to make regular payments and monitor their child's/ children's meal account. ***It is the parent's /guardian's responsibility to pay for or pack a child's/children's lunch when sending them to school.*** However, the Food Service Department recognizes there might be occasions when a parent/guardian forgets to send in money. As a courtesy to families, a regular meal will be provided to the child, and the meal will be charged the next day when there is money in the account.

### **PAYMENT OPTIONS**

- a. Online payment can be made at [www.myschoolbucks.com](http://www.myschoolbucks.com)  
(There is a \$2.50 fee per transaction)

You may set up an account on myschoolbucks to view your child's/children's account balance. **You do not have to deposit money to view the balance.**

- b. You may use a debit or credit card to pay for deposits on myschoolbucks.

- c. If paying at school, you can pay with check or cash.

**Elementary students** will need to put their lunch money or check in an envelope.

Please make sure to put your child's/children's ***First and Last Name & Grade level*** on the envelope. All deposits will be taken to the office each morning.

**Grades 7-12 students** - can deposit money in their accounts during breakfast or lunch at the cash register daily.

### **FREE AND REDUCED PROGRAM**

The Free and Reduced program is available for families, experiencing financial difficulties. Can apply on the Clinton Prairie website in the Harmony Program, or you may fill out a paper application

**( All families have to re-apply for Free and Reduced assistance each school year).**

# **CHARGING POLICY**

**Grades Pk-12 that are full pay can charge up to \$4.00.**

**Grades Pk-12 that are approved for reduced can charge up to \$1.50.**

**Grades Pk-12 that are approved for free cannot charge.**

## **LOW BALANCE LETTERS FOR ELEMENTARY**

**Low Balance Letters are passed out daily when an account balance is below zero.  
Money is expected to be deposited in child's/children's account the next day.**

**Grades 7-12 are responsible for keeping track of their account balances. Cashiers will let them know daily if their account balance is getting low.**

**No child will be denied a meal due to a negative balance. The Clinton Prairie Kitchen will provide a meal and the cost of that meal will be deducted from the child's/children's account when money is deposited.**

**Only a meal will be provided. Does not include any a la carte items.**

**If no payment has been made to pay the negative balance plus any extra meal charges, the food director will try to contact the parents/guardian by phone.**

**If no payment is made, will then notify the parents/guardian by mail.**

**If still no response, the Corporation may take action to collect the unpaid funds, by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.**

**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.**

**REFUND ACCOUNT POLICY FOR STUDENTS WHO HAVE GRADUATED OR WITHDRAWN  
FROM THE CORPORATION**

**Any food service account that has \$10.00 or more is entitled to a refund. It is up to the parent/guardian to request the refund.**

**Parent/guardian can also call Food Service Director and request a fund transfer from one account to another (765-659-3305 Ext. 401)**

**Any food service account that has \$10.00 or less will move the money into the Child in Need Fund unless a parent calls and requests a refund by the end of the current school year.**

**END OF THE SCHOOL YEAR**

**All negative balances will need to be paid 7 days before school ends for summer break.**

**There will be no charging allowed the last 7 days of school.**

**Please plan ahead to make sure there are enough funds in your child's/children's account to finish the school year.**

**All negative balances and or positive lunch account balances will be carried over to the next school year.**

**THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER**