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8500B - MEAL CHARGE ACCOUNTS PROCEDURES

In accordance with School Board policy, the Superintendent requires School Corporation Food Service personnel to comply with National School Lunch Program standards and establishes these procedures to govern meal charge accounts.

Cafeteria purchases shall be prepaid into individual food service accounts before meal service begins or paid as they receive meals. Prepayments into individual food service accounts may be made by prepaying with one (1) of the following methods: online service with MySchoolBucks.com, check, or cash.

When prepayment is made, the funds are to be deposited in the individual student's meal account in a clearing account with fund number 8400 and entitled Prepaid School Lunch Accounts.

When students with a positive balance in their individual meal accounts charge lunches or other allowable food purchases in the cafeteria, the funds to cover these purchases will be transferred from each individual student's prepaid lunch account to Fund 800 School Lunch following the procedure established by the State Board of Accounts.

The only deductions made from prepaid accounts will be for the purchase of meals or other allowable food purchases in the cafeteria.

On a monthly basis, the balance of Fund 8400 Prepaid School Lunch Accounts will be reconciled with the total of the individual meal accounts.

In accordance with School Board policy, a student may charge for meals if his/her account has an insufficient balance to cover the charge. A significant negative lunch account balance is any balance owed in excess of five (5) meals as established in School Board policy. Collection efforts must commence for any account that exceeds a significant negative lunch account balance.

Staff members and adult community residents shall not be permitted to charge meals.

A student whose account has a significant negative balance may not charge or purchase "à la carte" items, including extra main course entrées.

If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her significant negative balance.

However, this guideline prohibits:

- A. the requiring of any student to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative payment balance;
- B. discussing a negative meal payment balance with a student in the presence of other students.

Notification and Collection

Parents will be initially notified by phone call or letter mailed through the U.S. Postal Service of a negative balance in their student's account. The Director of Food Service or other school personnel will be responsible for making this initial notification to parents.

All accounts must be settled at the end of the school year. Letters will be sent home approximately ten (10) days before the last day of school to the parents of students who have had a negative balance. Negative balances of more than \$10.00 not paid before the beginning of the next school year will force the Corporation to 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.

Debts which remain uncollectible after all of the above efforts have been made shall be classified as bad debt and may be removed from accounts receivable in accordance with Board Policy 6151.

If a student withdraws or graduates from the Corporation and has a positive balance of less than \$5.00, the balance may be receipted into the school lunch fund where the school lunch program funds are maintained unless the parent requests a refund. If a student withdraws or graduates with a positive balance greater than \$5.00, the parents shall be notified by mail and given the option of receiving a refund within days. Unclaimed balances will be transferred to the emergency fund or uncollectable negative balances.

If a student repeatedly comes to school with no lunch and no money for lunch, the Food Service Manager will notify the principal as this may be a sign of abuse or neglect and proper authorities may be contacted.

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