

## Procedures for Student Lunch/Meal Accounts

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

- All cafeteria purchases may be prepaid before meal service begins through depositing a check or cash through the school cafeteria. In addition, deposits may occur through MySchoolBucks.
- A student may charge up to the following amounts as long as they establish and maintain a good history of making payments on their food service accounts or by financial support from another non-food service account/non-Federal funding source, i.e. Parent-Teacher Organization, donation, etc. **Students may charge up to the equivalent of reimbursable meals as detailed below. Students may NOT charge for ala-carte items.**
  - Grades K – 5: 10 reimbursable meals
  - Grades 6 – 8: 4 reimbursable meals
  - Grades 9 – 12: 0 reimbursable meals
- If a student repeatedly comes to school with no lunch or no money, food service employees will report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools will provide an alternative **reimbursable** meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
- The food service manager or other school personnel will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.
- A system will notify parents periodically of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters periodically to the parents of students who carry negative balances above the total charge amount.
- All accounts must be settled at the end of the school year. Letters will be sent home approximately 10 days before the end of the school year to students who have any negative balances. Negative balances of more than the total charge amount prior to the beginning of the next school year will force MCCSC to take action to collect unpaid funds by means of our collection agency, small claims court, or any other legal method deemed necessary.
- Student who graduate or withdraw from the corporation and have \$5 or more left in their lunch/meal food service account will be notified by mail by the school at the end of the school year/semester and given the option to transfer the funds to another student or to receive a refund. If no response is received within 30 days, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the general fund.

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