

Food Service Collection Guidelines & Charge Policies for SASD

The Board of School Directors has directed the Administration to develop guidelines as many students continue to charge lunch purchases without repaying their previous financial obligations.

If your child has a negative balance, you must do one of the following:

1. Send a payment in with your student. Checks should be made out to: **Shamokin Area School District** (any costs and fees incurred by SASD due to insufficient funds shall be paid by the parent or legal guardian). **Cash is accepted but not recommended.**
2. Mail a payment to: Food Service Department, Shamokin Area School District, 2000 W. State St., Coal Township, PA 17866.
3. Create a personalized lunch account at www.MySchoolBucks.com and apply sufficient funds to your student's food service lunch account electronically (there is a small fee charged for each time you add funds, but viewing the account is free). You must create a parent's account prior to adding your child. At the home page you may create an account by clicking on sign up today then follow the directions given. You will need your child's student ID number, which can be obtained from his/her school office. Please be advised that the accounts are electronically updated nightly; therefore payments made in the morning will not be on your students account until the following day.

Families may apply for free or reduced lunches at any time throughout the year should your financial situation change. Applications are available in each school office. Approved applications are not retroactive and free or reduced status begins only upon approval date.

If your child does not have money to pay for his/her lunch or breakfast, and has not paid his/her outstanding balance and/or discussed another option with the Food Service Department, the food service personnel will follow the Administrative Guidelines listed below:

Elementary School Students - The student will be allowed to charge up to \$7.50 if paid status (or the equivalent of three lunches) which will be applied to his/her account. If the student still does not have money to pay for lunch and has an outstanding balance, he/she will receive the most basic USDA approved lunch consisting of a sandwich, milk, fruit & a cold vegetable. The cost (\$2.35; \$0.40 reduced) will continue to be charged to the student's account balance due. **Elementary Students with a balance of zero or a negative balance will not be permitted to purchase breakfast and/or a la carte items.**

Intermediate, Middle and High School Students – The student will be allowed to charge up to \$7.50 if paid status (or the equivalent of three lunches) which will be applied to his/her account. **Intermediate, Middle and High School Students with an account balance of zero or a negative account balance will not be permitted to make purchases in the cafeteria.**

The above actions will stay in effect until the student's account is brought current. The sandwich choice will either be cheese or a Deli sandwich to accommodate for those students who have an allergy. If your child has any medical concerns that may require him/her to have food, this must be discussed with the building Principal who will determine the appropriate action.

A fee of \$25.00 will be charged for any checks returned for non-sufficient funds.

Any outstanding student balances of \$35.00 or more will be forwarded to a collection agency and/or Magistrate office. All costs associated with this action will be paid for by the parent or legal guardian. A family with an outstanding balance of \$100.00 or more will be reported to Northumberland County Children & Youth as possible parental neglect.