

Meal Charge Policy

Administrative Rule on Charging

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and policy for meal charges. Michigan City Area Schools will adhere to the following meal charge policy.

Elementary and Middle School

1. Currently middle schools and elementary schools are providing meals at no charge under the Community Eligibility Program (CEP).
2. All students are required to have money in their account to purchase a milk or ala carte items. They will not be able to make a purchase without funds available in their account.

High School

1. The high school students will be able to charge up to \$7.00. When a student reaches the \$7.00 limit their account will be locked out.
2. A staff member may charge \$3.50 as long as they establish and maintain a good credit history of making payments on their food service accounts.
3. Students who have their account locked out and do not have money to pay for their lunch will need to see the cafeteria manager.
4. Cashiers will let students know when their balance is at \$5.00 or below.
5. The automated messaging system will notify parents every Thursday of any outstanding negative balances. This will give the parent ample time to make a deposit into the students account by the online payment system or by check or cash to the food service office or cashier. When a student goes in the negative the next payment received will first satisfy the negative balance before a meal can be charged to the account.
6. The school may deny a meal to a student who pays reduced or full price and does not provide the required payment for that meal.
7. The last two weeks of school students will not be able to make any charges that will put their account in a negative status.

All Accounts

1. All accounts must be settled at the end of the school year. Letters will be sent home approximately 5 days before the last day of school to students with negative balances. Negative balances of more than \$1.00 not paid in full thirty (30) days prior to the start of the following school year will force the District to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the District. Under the National School Lunch Program the Food and Nutrition Program is not allowed to write-off debt.
2. Students who graduate or withdraw from the district and have \$1.00 or more in their food service account will be notified by mail by the district Food and Nutrition Department office at the end of the school year and given an option to transfer the funds to another account or to receive a refund. If no response is received in 30 days the student's food service account will be closed and the funds will no longer be available.