

South Adams Schools
Charge Procedure 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 South Adams School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Payments are accepted in the form of cash, check, or online through MealTime or E-funds.
- A student may charge up to **ten (10)** meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts. Students who have acquired ten (10) meal charges must make an effort to make payment(s) toward their account to be able to receive a school meal.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or make purchases in the Snack Bar.
- 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.
- If a student who pays reduced or full price has enough money in hand for a meal that day or is making an effort to make a payment toward the meal, they will not be denied a meal.
- The food service director, food service director assistant or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- Elementary age students Kindergarten through grade five (5) having a low or negative balance in the student's meal account will have a notice sent home with the student two (2) times per week. Students in grades six (6) through twelve (12) may ask the cashier for their account balance or Student(s)/Parent(s)/Guardian(s) may set up an account through MealTime Online which allows a notification set-up.
- All accounts must be settled before the student's last day ending the school year or prior to their withdrawal date. Letters will be sent home approximately fifteen (15) days before the end of the school year to students who have any negative balances. Negative balances not paid in full five (5) days prior to the end of the school year will force the Corporation to take action to collect unpaid funds by **means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.**
- Students who graduate or withdraw (a withdrawn student must provide a mailing address) from the corporation and have \$10.00 or more left in their meal food service account will be notified by mail by food services **at the end of the school year** and given the option to transfer the funds to another student or to receive a refund. If no response is received within seven (7) days the student's meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the **Sparky** fund.