

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. Prairie Heights Community School Corporation will adhere to the following meal charge procedure:

- All cafeteria purchases are to be prepaid before meal service begins. Elementary students can bring money to school and turn into their classroom teacher or the breakfast cashier. Students are requested to bring all breakfast, lunch, and milk money for the week on Monday or the first day of the school week. All accounts are computerized so the computer will keep track of the money used. For those who choose to pay online, go to www.payschoolscentral.com and set up the account using the student's ID number. A user fee may apply. Middle and high school students can prepay through the breakfast cashier or through the lunch line.
- An elementary student may charge up to a maximum of \$5.00 for meals (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts. A middle school student may charge up to a maximum of two meals. The high school does not allow students to charge their meals. The elementary school has a principal account to extend the charge limit so all students can receive a full lunch. The middle school has a principal account that allows two charges per student. Parents will be contacted before an alternative meal is offered.
- A staff member may charge up to \$3.50 as long as they establish and maintain a good credit history of making payments on their food service account.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees. (Extra milk is considered an a la carte item.) A lunch consists of five components: meat/meat alternate, grain, fruit, vegetable, and milk. Students are required to take three components, but they are allowed to take all five if they choose. Each student must take at least one half cup of fruit or vegetable. Students on free and reduced meals will receive one free breakfast and one free lunch per day. These must be reimbursable meals. Choosing to take milk only does not qualify as a reimbursable meal. Students who pack their lunch will need to have money in their accounts to purchase milk. We do not allow students to charge milk. Please pack juice for them, no pop.
- 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.
- Schools may deny a meal to a student who pays reduced or full price that does not provide the required payment for that meal. However, if that student has enough money in hand for a meal that day, they will not be denied.

- Schools will provide a peanut butter sandwich and juice to a student who pays reduced or full price that does not provide the required payment for that meal.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If the food service 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.
- A letter will be sent home weekly to notify parents of any outstanding negative balance in the student's lunch/meal account. The food service office will also call parents to notify them of negative balances. You can check your child's account by going to www.payschoolscentral.com or through your panther paw account. Due to updates being processed at night, the accounts through panther paw may be a day behind.
- All accounts must be settled at the **end of the last full week of school**. Letters will be sent home approximately one week before the last school day to students who have any negative balances. The food service department will transfer money from sibling's accounts to pay negative balances. Negative balances of more than \$5.00 not paid in full ten days prior to **September 1st** will force the Corporation to take action to collect unpaid funds. This could include collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by mail at the last day of school and given the option to transfer the funds to another student or receive a refund. If we do not receive a response within two business days, the student's account will be closed and the funds will no longer be available. Remaining balances that are unclaimed will be transferred to a slush fund.
- Insufficient fund checks may have applicable fees. Acceptance of further checks will be dependent on the amount and number of ISF checks.