

Student Cafeteria Account Policy

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

- All cafeteria purchases are to be prepaid through myschoolbuck.com or with cash/check in the school cafeteria.
- A student may charge up to \$20.00 maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$5.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees, snacks and beverages
- 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 will provide an alternative meal of a sandwich, juice and milk to a student who pays reduced or full price and who does not provide the required payment for that meal.
- The food service manager and/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.
- The food service manager will also send home letters each month to parents of students who carry negative balances of \$5.00 and above.
- All accounts must be settled at the end of each semester. Negative balances of more than \$20.00 not paid in full 2 days prior to the end of each semester will force the Corporation to take action to collect unpaid funds by legal method deemed necessary.
- Students who graduate or withdraw from the corporation and have \$20.00 or more left in their lunch/meal food service account will be notified by mail by food services at the end of each semester and given the option to transfer the funds to another student or to receive a refund. If no response is received within 100 days the student's lunch/meal account will close and the funds will no longer available. Unclaimed remaining balances will be transferred to Cafeteria fund.

