

## Unpaid Meals

### Lunch Charging Procedures

Meal accounts for students should be consistently funded throughout the school year to avoid students needing to charge for a meal. However, the Board recognizes that an occasional emergency may make it necessary to charge for a meal. Families needing assistance to apply for free or reduced lunch should contact the Southwestern Consolidated School Corporation of Shelby County's Director of Food Service.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. This information can also be found about this procedure can also be found on schools website.

<http://www.swshelby.k12.in.us/>

The Corporation's meal charging procedure is as follows:

- Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$10.00;
- If a student has a significant negative lunch account balance, the student shall not be permitted to charge any à la carte food or beverage items;
- Each time a student charges for a meal, parents/guardians will be notified via the Corporation's point of sale software;
- After accruing \$10.00 in meal charges, school cafeteria managers will make two documented attempts to contact parents/guardians to remind them that their student's meal account balance is in the negative and that it needs to be paid immediately;
- Building principals will attempt to call parents/guardians to reiterate the school cafeteria manager's message if parents/guardians have been unresponsive to the manager's two calls; and
- After accruing \$25.00 in meal charges, students' meal privileges may be stopped only if approved by the superintendent; and or designee.
- Unpaid meal balances may be turned over to collections after thirty (30) days.

Families may deposit money into students' meal accounts using a credit or debit card. Students may also pay with check or cash at the pay box outside of the cafeteria prior to going through the meal line.

The superintendent may develop administrative guidelines to implement this policy.

### **Inactive Lunch Accounts**

A lunch account becomes inactive after student withdrawal from school. An inactive lunch account that has a positive balance of \$5.00 or less may be receipted back into the school lunch donation fund where the School Lunch Program funds are maintained. An inactive lunch account that has a nominal negative account balance of \$5.00 or less may be offset against the positive balances in the Fund; provided, however, that if the parent requests and can document entitlement to the positive balance in the account within six months from the date the student becomes inactive, the parent is entitled to a refund of that amount.

Southwestern Consolidated School Corporation of Shelby County

Adopted: [date]

Revised: [date]