

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. Franklin County Community School Corporation will adhere to the following meal charge procedure.

- Cafeteria purchases can be prepaid before meal service begins. Students can use their lunch ID number to access their account. Money can be put on students account online, at school, or at cafeteria register.
- A student may charge up to \$25.00 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.
- A staff member may charge up to \$25.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has a negative balance in their lunch account may not charge or purchase "a la carte" item(s), including extra main entrees, second meals, drinks, and other snacks without adding money to account or paying cash.
- The food service manager, secretary, or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- Parents will be notified of any outstanding negative balance in the student's lunch/meal account. Parents may be notified by phone, text, email, or letter.
- All accounts must be settled at the last day of the school year. Letters will be sent home approximately 15 days before the end of the school year to students who have any negative balances. Negative balances of more than \$25.00 not paid in full by the last day of school 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 from the corporation and have \$25.00 or more left in their lunch/meal food service account will be notified by mail by food services and given the option to transfer the funds to another student or to receive a refund. If no response is received within 60 days, the student's lunch/meal account will close and the funds will no longer available. Unclaimed remaining balances will be transferred to the cafeteria fund.

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