

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

- All cafeteria purchases are to be prepaid before meal service begins. The following methods of payment will be accepted:
 - Cash or check payment deposits at school
 - Electronic payments via "Send Money to School" or "eFunds", accessible from school website
- A student who has a negative balance may not charge or purchase "a la carte" item(s), including snack milk and extra entrees.
- 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.
- The food service director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- The automated Meal Magic system will notify parents every week of any outstanding negative balance or low balance in the student's lunch/meal account. The food service director or other school personnel will also send home letters each month to parents of students who carry negative balances greater than \$25.
- All accounts must be settled at the end of the school year. Letters or email notification will be sent home approximately 14 days before the end of the school year to students who have any negative balances. Negative balances of more than \$50 not paid in full within ten days of the conclusion 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.
- Within 10 days of a student graduating or withdrawing from the Corporation with a balance of \$5 or more left in their lunch/meal food service account, a request may be made to transfer the funds to another student or to receive a refund. If no request is received within 10 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Cafeteria Operating Fund.