

**Northeast Dubois School Corporation**  
**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. Northeast Dubois School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins with the exemption of the high school where meals may be purchased at point of sale.
- A student may charge up to 5 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 \$10.00 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.
- 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 and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.  
*OR*
  - Schools will provide an alternative meal of peanut butter & jelly & 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 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.  
*OR*
  - 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 privileges of an alternative meal will be refused.

- The school secretary will notify parents every *weekly* of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home emails each week to parents of students who carry negative balances.
- All accounts must be settled at the *end of school*. Letters will be sent home approximately 5 days before the *end of school* to students who have any negative balances. Negative balances of more than \$10.00 not paid in full 1 day prior to the *end 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 \$2.00 or more left in their lunch/meal food service account will be notified by mail by food services at the *end of school* and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than \$2.00 will not receive a direct notification by mail, but the household can contact *Northeast Dubois School Corporation* to receive a refund. If no response is received within 5 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 fund.