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Student Lunch and Meal Charge Procedure

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

All cafeteria purchases are to be prepaid before meal service begins. Parents may send payment two different ways:

- A. Send cash or check in an envelope with student's name on it.
- B. Households can prepay on line their student accounts by visiting www.myschoolbucks.com

It is the student's responsibility to maintain the balance of his or her meal account and the parents' responsibility to keep a positive meal balance in their students' accounts. Cashiers make every effort to notify students and the parent/guardian of low and negative account balances. Ultimately, it is the responsibility of the parents to monitor their student(s) meal account balance. This can be done through the parent portal of Power School or through the food service' online payment program at www.myschoolbucks.com.

Elementary students may charge up to three 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. Charged meals can include 2 breakfast and one lunch; or two lunches and 1 breakfast; or three lunches; or 3 breakfasts.

Wilbur Wright Middle school students may charge up to two 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. Charged meals can include 1 breakfast and one lunch; or two lunches; or 2 breakfasts.

Students who charge a meal may not charge other purchases such as "a la carte" item(s), including extra main entrees or extra milk.

Munster High school students are not allowed to charge meals or any ala carte purchases.

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.

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 privileges of an alternative meal will be refused.

- A. The automated call system will notify parents once a month of any outstanding negative balance in the student's lunch/meal account.
- B. The food service manager will also send home letters and email alerts each week to parents of students who carry negative balances of more than \$5.00.
- C. On this website www.myschoolbucks.com. A "low balance notification" email reminder can be set up for your convenience.

All accounts must be settled by May 1 of the school year. No lunch charges are allowed after May 1, of the school year. Letters will be sent home approximately 2 weeks prior to May 1, to students who have any negative balances. Negative balances of more than \$20.00 not paid in full prior to the *May 1st deadline* 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 \$10.00 or more left in their lunch/meal food service account should notify the Food Services Department no later than June 15, of the current school year; an option will be given to transfer the funds to another student or to receive a refund. If no response is received by June 20 of the school year, the student's lunch/meal account will close and the funds will no longer be available. Funds remaining in active students' meal accounts at the end of the school year will automatically be applied to the students' balance for the next school year.

Date Implemented 7/1/2017 (Kathryn Feezel, Director)