

# School Meal Charge Policy

## Northwestern School Corporation Food Service Department

In accordance with School Board Policy, the Superintendent requires School Corporation Food Service personnel to comply with the reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout Northwestern Schools. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, Northwestern Schools provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

- Policy

Full Pay Students- Elementary, Middle & High School students will pay for meals at the district's published standard rate each day. Full pay students will be allowed to charge meals up to a negative \$25.00. Once a student's account has reached the significant negative balance of \$25.00, the student will receive an alternate lunch consisting of a PBJ, fruit & milk at the standard rate. At no time will a la carte purchases or extra main dishes be allowed when the student's meal account is in the negative.

Reduced Pay Students- Elementary, Middle & High School students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. Reduced students will be allowed to charge meals to their account until the significant negative balance of \$25.00 is reached. Once reached the student will receive an alternate lunch consisting of a PBJ, fruit & milk at the reduced rate. At no time will a la carte purchases or extra main dishes be allowed when the student's meal account is in the negative.

Free Meal Students- Elementary, Middle & High School free meal students will be allowed to receive a free breakfast and lunch each day. Ala carte purchased must always be prepaid. If there is not a positive balance in students account to cover daily purchases or they don't have money in hand, those purchases will not be allowed.

Free & Reduced applications must be filled out each year, and when changing school districts. There is a 30 day grace period at the beginning of school when you are enrolled in the same school district. On the 30<sup>th</sup> day of school, if a new application is not returned, your student(s) will revert back to paid status, and you will be responsible for any charges occurred. If you have further questions on applying, contact the Food Service Director.

Parents/Guardians- are responsible for meal payment to the Food Service Program. Notices of low or deficient balances will be sent to parents/guardians at regular intervals during the school year. Negative balances are expected to be corrected upon notification by school authorities. Adults and Staff are not allowed to charge meals.

Prepayments- can be made by sending cash or check in an envelope clearly marked with students name, lunch pin# and the amount to be paid for each student. (Write checks to Northwestern Food Service Dept.) Payments may also be paid using the E-funds website, located in skyward.

All school cafeterias- possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are also available by logging into your Skyward account to follow your student's daily purchases.

Refunds/Unclaimed funds- for withdrawn and graduating students; a written request for a refund of any money remaining in their lunch accounts must be submitted. An e-mail is also acceptable. Proof of payment must be provided. All refund requests must be submitted within 30 days of leaving NWSC. After 30 days the account is closed and the funds will no longer be available. Unclaimed balances will be transferred to the school lunch fund.

All grade levels- At the end of the school year, a student's balance (both positive and negative) will follow them to the next school year. For students leaving the district or graduating a refund request must be submitted within 30 days as stated above. Funds may also be transferred to a sibling in the NWSC by contacting the Food service Director.

Unpaid balances at the end of the school year must be paid in full by the 30<sup>th</sup> day after school is released. Any balance not paid within this time frame will be subject to late fees and taken to Small Claims Court.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price meals for their child.

## **2018-2019 School Year Lunch Prices**

Elementary- Paid Student \$1.60 Breakfast \$2.50 Lunch

Reduced Student \$.30 Breakfast \$.40 Lunch

Middle & High- Paid \$1.60 Breakfast \$2.75 Lunch

Extra Milk- \$.75

A la Carte and extra main dishes prices vary.

Check out our Food Service web page for more info @ **NorthwesternNutrition.com**

*New interactive menu coming soon!*

Feel free to contact me at any time with your questions or concerns.

**Hope Neuzerling**

Food Service Director

(765) 457-8101 X1020

hope.neuzerling@nwsc.k12.in.us