

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

- All cafeteria purchases are to be prepaid before meal service begins. Payments may be made in the cafeteria office or on [myschoolbucks.com](http://myschoolbucks.com).
- If you feel that you your family would qualify for free or reduced price school meals, the application can be found on the school website at [www.taylor.k12.in.us](http://www.taylor.k12.in.us) under the food service tab. Or you may come to the cafeteria office for a paper form. If you have any questions please feel free to contact Paula Bolin at 765-453-1101 Ext. 501.
- A student may charge up to 5 meals maximum 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" items, including extra main entrees or make purchases in the snack line.
- The school may deny a class A lunch to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student has enough money in hand for a meal that day, they will be served a class A lunch.
- The school will provide an alternate meal of a peanut butter sandwich, vegetable, fruit and a milk for the cost of \$.75 for paid students and \$.40 for reduced students who have already charged the allotted 5 meals. Those with a documented peanut allergy will be served a lunch meat sandwich, vegetable, fruit and a milk.
- The food service manager or other school personnel will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.
- If the food service staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that he/she continues to abuse this policy, the privilege of charging meals may be refused.
- The automated call system will notify the parent every day of any outstanding negative balance in the student's lunch account. The food service director will send home letters each week to parents of students who carry negative balance of \$15.00 and above.

- All accounts must be settled by the last day of school. Letters will be sent home approximately 30 days before the last day of school to students who have any negative balances. Negative balances of \$15.00 and above not paid in full 30 days after school ends 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 \$5.00 or more left in their lunch account will be notified by mail by the food service office 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 lunch account will close and the funds will no longer be available.

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- (2) fax: (202) 690-7442; or
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