

East Washington School Corporation



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"All for one and one for all"

1050 North Eastern School Road ♦ Pekin, IN 47165
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East Washington Food Service Student/Staff Lunch Charging Policy

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

- The preferred payment type for school lunches would be to have this done online. Funds will be processed through our new lunch software program called Mosaic. Parents can log in and pay for meals online. This will ensure electronic tracking of the transaction. Students can bring a cash/check into the school in a sealed envelope with the following items clearly written on the envelope: Student's name, grade, and amount of money should be on the outside of the envelope. Elementary students can give directly to his/her classroom teacher who will send it to the office. Middle/high school students should drop it off in the respective office in the provided container or give it directly to the treasurer.
- A student may charge up to 2 meals maximum (one charge per meal) at a time.
- A staff member may charge up to 2 meals
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or purchase any snacks.
- 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 will provide an alternative meal of (sandwich, juice/milk...similar) to students in this situation.
- Schools **may/can** 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 pays reduced or full price and has enough money in hand for a meal that day, they will not be denied a

meal. **These students will also be given the opportunity to eat an alternative meal just as any other student.**

- Please know, East Washington Food Service works diligently to make sure all students eat and are not denied a meal. It is our goal that **all** students eat each day! When accounts become negative, there are multiple attempts to collect from the parents and work through individual situations.
- The food service manager and/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/phone call 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.
- The school's automated call system will notify parents **two times** a month of any outstanding negative balance in the student's lunch/meal account. The building treasurer will send letters weekly to parents of elementary students, and on an "as needed basis" at the middle/high schools. Students who carry negative balances above the two day charge limit will receive notifications.
- All accounts are expected to be positive at all times. Each building has its established time frame for sending negative lunch balance notices specific to the age and responsibility level of students in the particular building. When an account stays negative on a continual basis, a minimum of 3 documented letters(mailed) of negative balance will be sent and upon the need for a fourth letter, the Corporation has the authority 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 or more left in their lunch/meal food service account will be notified by one of the following methods, mail, phone, or face to face notification by food services and given the option to transfer the funds to another student or to receive a refund. If no response is received within 5 days the student's lunch/meal account will be closed and be transferred to the Operating Fund of the Lunch Program. Funds left after a student withdraws and no formal request for refund is given, will also be transferred to the operating fund after June 30 of each year. Should someone come back and request a refund after this date, the refund will be given, but must be requested with a formal written request. Money will only be refunded to the parent/guardian.

This institution is an equal opportunity provider.

