

Procedures For Student Meal Accounts Charging Policy



The National School Lunch Program (NSLP) requires School Food Authorities (SFA) to establish written administrative guidelines and procedures for meal charges. The Vincennes Catholic Schools will adhere to the following foodservice account charging procedure.

- All cafeteria purchases are to **be prepaid before** meal service begins. You may pay by check or cash placed in an envelope with student name, parent name, teacher name or room number, and the amount enclosed written on the envelope. This may be turned into the teacher, the office, or the child nutrition office.
- A student/ staff member may be allowed to charge a meal 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 or has a negative balance on their account may not charge “ala carte” items including extra entrees, side dishes, water, juice, extra milk, or other items.
- If a student repeatedly comes to school with no lunch and no lunch money, food service employees **must** report this to the building principal or food service director as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- **Students/Staff, who order a lunch, then do not pick it up; will be charged \$2.00. The exception would be if they leave school because of illness.**
- Students may be informed at the point of service when their account balance is low or in need of funds.
- Schools may provide an alternate meal to a student who pays reduced or full price and who does not provide the required payment for that meal.

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- A student who has enough money in hand to pay for a meal will be served that day regardless of balance on account.
- Weekly notices will be sent to the email address on record through Sycamore School when the food service account balance has a credit balance \$15.00 or below to allow time to replenish the account.
- If foodservice staff suspects that a student may be abusing this policy, written notice will be provided to the parent /guardian that if he/she continues to abuse this policy, the privileges of charging meals will be refused and the student will need to bring a lunch from home or have cash in hand daily.
- All accounts must be settled by the end of the school year. Emails will be sent to all students with their balance (debit or credit). Credit balances will roll over to the next school year, unpaid negative balances will force the Vincennes Catholic Schools to take action to collect unpaid funds by means of collection agencies, small claims court, or any legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the system and have a credit balance left in their food service account at the end of the school year will be notified by Sycamore School and given the option to transfer funds to another student or request a refund. If no response within 30 days the student account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Kitchen/Café Improvement Fund.
- If you have questions, please call the Food Service Director at 812-882-5460 or email bstevenson@evdio.org.

Revised July 2017

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