

## **Food Service and School Lunch Charges Policy 7028**

### **FOOD SERVICES AND SCHOOL LUNCH CHARGES**

The School Board shall provide cafeteria or servicing facilities in all schools where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the procedures established by the Superintendent. The operation and supervision of the food-service program shall be the responsibility of the Superintendent. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils.

A periodic review of the food-service accounts shall be made by the Superintendent. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from ala carte foods may accrue to the food service program. The Superintendent shall prepare administrative guidelines for the conduct of the school food-service program that shall include provisions for: a. the maintenance of sanitary, neat premises free from fire and health hazards; b. the preparation and consumption of food; c. the purchase of foods and supplies in accordance with law; d. the accounting and deposition of food-service funds; e. the safekeeping and storage of food and food equipment; f. the maintenance and replacement of equipment.

No foods or beverages, other than those associated with the Corporation's food service program, are to be sold during food-service hours. The Corporation shall serve only nutritious food as determined by the Food Service Department and shall not purchase with food services funds and shall not serve, in any food service area during meal-serving hours, carbonated beverages, candies, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun candy, and candy-coated popcorn. Foods and beverages unassociated with the food-service program may be vended in accordance with Board policy.

### **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.

- North Central Parke 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 online through your student's Harmony account. Payment of cash, checks or money orders may be used for your student's account. Please make check and money order payments payable to the North Central Parke Cafeteria.
- A student 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.
- A staff member may charge up to \$5.00 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" item(s), including extra main entrees or make purchases in the snack bar.

- **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 W/G crackers and peanut butter, fruit of the day and a milk at the cost of \$1.00 to a student who pays reduced or full price and who does not provide the required payment for that 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.**
- **The automated call system will notify parents twice a week of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters each week to parents of students who carry negative balances of \$5.00 and above.**
- **All accounts must be settled at the end of the school year. Letters or emails will be sent home approximately 10 days before the end of the school year to students who have any negative balances. Negative balances of more than \$25.00 not paid in full 5 days prior to the end of the school year 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/meal food service account will be notified by mail or email by food services at the end of the school year and given the option to transfer the funds to another student or to receive a refund. If no response is received within 10 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Cafeteria fund.**

**Revised February 16, 2017 with effective date of July 1, 2017**