

## **SCHOOL MEAL PAYMENTS & CHARGES**

In an effort to establish consistent and standardized meal account procedures in the Laurel School District, the following guidelines will be followed in all school cafeterias:

### Breakfast:

- The Laurel School District provides a universal, no cost, breakfast program for students. Breakfast is available to staff members at a minimal cost.

### Meal Benefits:

- Meal benefits are available to those who qualify. Applications for meal benefits are available in the main office of the designated school. Application assistance is available by calling 302-875-6104.

### Payments:

- Laurel Nutrition Services provides each student and staff member with a meal account which is accessible by a personal identification number (PIN).
- The pre-payment of lunches is strongly encouraged. The meal account of students and staff members who pre-pay their lunches will be credited the cost of one lunch for every 10 lunches that are pre-paid. Payments are applied to any preexisting debt before credits are applied.
- Cash and checks are accepted. Checks should be made payable to Laurel Nutrition Services and given to the School Nutrition Manager at the designated school.
- The District is subject to bank fees incurred by returned checks for nonsufficient funds. Such fees will be passed onto the meal account where the check payment was applied. Laurel Nutrition Services will not accept checks for one calendar year from those who have had a check returned due to nonsufficient funds. Notification of such issues will be sent to the staff member or parent/guardian on file.

### Charges:

- The charging of student lunches is strongly discouraged. Students who are nearing a negative balance and/or who have reached a negative balance will receive daily debt notices at the register until the debt is paid in full. Monthly debt notices will also be printed and sent home via homeroom teachers. Phone calls will be made on a regular basis until the debt is paid in full.
- A monthly debt list will be generated on the 25<sup>th</sup> of each month and given to school and district administration. Students who are on the debt list will not receive a report card or be allowed to participate in Laurel School District-sponsored events including, but not limited to: Dances, sports, field trips, graduation ceremonies, etc. until the debt is paid in full.
- Meal Benefit Forms will be sent home with students whose balances exceed -\$5.00.
- The charging of a la carte items and extra portions is prohibited.
- The charging of staff/adult lunches is prohibited.
- Negative balances will accrue and carry over from year to year.

### Blocking Meal Accounts:

- Parents/guardians may place a “block” on student meal accounts to prohibit students from using account funds to purchase a la carte items and/or extra portions. Account blocks are useful to parents/guardians for controlling meal account funds and/or caloric intake. Please contact the School Nutrition Manager of the designated school to request an account block.

### Meal Account Balances:

- Meal account balances can be checked at any time with the School Nutrition Manager of the designated school. Account statements are available upon request.
- Refunds for students who are withdrawing from the Laurel School District must be made in writing within 10 business days of the official withdrawal date. Once the refund request is received, refund checks will be issued and available for pick up from the District Office within 10 business days.
- Refund or fund transfer requests for students who are graduating from the Laurel School District must be made in writing by June 1st. Transfers of meal account balances can be made to siblings or Laurel School District staff members who have meal accounts. If a transfer is requested, the name of the student or staff member who will be receiving the funds needs to be included in the written request. Once the refund/transfer request is received, refund checks will be issued and available for pick up from the District Office within 10 business days; or transfers will be made within 10 business days.
- All unclaimed meal account balances by the deadlines listed above will become property of Laurel Nutrition Services.

Adopted: October 18, 1989; May 7, 2014

LAUREL SCHOOL DISTRICT  
Laurel, Delaware