



### Procedures for Student Lunch/Meal Accounts

The Madison Consolidated Schools Food Service Department plays an essential role in the lives of our students by providing a foundation for healthy living and learning. Madison Consolidated Food Service Department works to keep the cost affordable for those households that do not qualify for Free or Reduced Priced meals, while providing healthy and nutritious breakfasts and lunches for our students. The school corporation may provide food services for part or all of its students in accordance with state and federal guidelines. The food service program may participate in any surplus commodity or lunch aid program.

Madison Consolidated Schools provides free lunches and reduced lunches for those students who qualify according to the National School Lunch Act of 1946 and the Regulations for the National School Lunch, under an agreement with the Indiana Department of Education.

### 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. Madison Consolidated School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Parents may access their student's meal account activity and account balance at any time by logging on to their student's Skyward account. Payments may be made into a student's meal account by sending cash or a check to their student's school, or online on their student's Skyward account. Payments will be deposited for the full amount received. No cash will be returned at the time of the deposit.
- Schools at all levels will provide a reimbursable lunch to a student who does not provide the required payment for that lunch. Parents will be responsible for payment of all lunches provided.
- A staff member may charge ONE unpaid meal as long as they establish and maintain a good credit history of making payments on their food service account (s).
- A student who has ONE charged meal may not charge or purchase an "a la carte" item(s), including extra main entrees or make extra beverage purchases.

- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal that will take further action as necessary.
- The food service coordinator 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 parent(s)/guardian(s) of any outstanding negative balance in the student's lunch/meal account. The food service coordinator will communicate to parents of students who carry negative balances of \$25.00 and above.
- All accounts must be settled at the end of the school year. Communication will occur approximately 15 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 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 \$10.00 or more left in their lunch/meal food service account will be given the option to transfer the funds to another student or to receive a refund. Parent(s)/Guardian(s) have 10 days from the date the account became inactive to request a refund or transfer the remaining funds. If a request is not 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 closed and zeroed out. The balance is receipted back into a School Food Service Fund.

All students receive breakfast at NO CHARGE. Students approved for free meals will be served a complete lunch at no charge. Students approved for reduced price meals will be provided a complete lunch for \$0.40. Applications for free and reduced priced meals are available in your school's main office, on the school corporation's website at [www.madison.k12.in.us](http://www.madison.k12.in.us), or at the Administration Office. You may also [complete and submit the application online](#) on your student's Skyward account. An application must be completed each school year. All students in your household must be listed on the same application, please fill out only one application per family.

Parents/Guardians are responsible for the full payment of meals until your application for free or reduced priced meals has been processed and you receive a determination letter from the Food Service Department office indicating that your child has been approved for free or reduced price meals.

Madison Consolidated Schools Food Service Department may be reached at 812-274-8001.