

**TriCreek School Corporation**  
**Student Nutrition and Food Services**

**ELEMENTARY STUDENT LUNCH/MEAL ACCOUNTS PROCEDURE**

**Charge Procedures – 2019-20**

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

*It is the responsibility of the parent/guardian to keep a positive meal balance in their student(s) account or to pack a lunch from home for their student(s). The Food Service Department is self-supporting which means that no monies from the general fund help to operate the Food Service Department. Payments must be made promptly to ensure that the department can continue to operate in a fiscally responsible manner.*

*If you have applied for free or reduced price meals and have a “Pending” application, it is your responsibility to pay for all school meals until you receive an Approval Letter. If you are approved for reduced price meals, the cost of breakfast is \$ .30 and the cost of lunch is \$ .40.*

**ELEMENTARY CHARGE GUIDELINES AND PROCEDURES:**

*Meal charges are strongly discouraged, but we understand that an occasional emergency occurs. We care for the well-being of your student and therefore, no student will be denied a meal and no lunch tray will ever be taken from a student. These charge limits allow a parent/guardian adequate time to pay their student(s) negative meal charges.*

- **Full Paid Elementary Students (students that do not qualify for free or reduced meals)** may not charge more than **\$10.20 (3 full days of “Lunch and Breakfast Meals”)** in negative meal charges.
- **Reduced Elementary Students (students that have qualified for reduced meals)** may not charge more than **\$2.10 (3 full days of “Lunch and Breakfast Meals”)** in negative meal charges.
- Ala carte items are not allowed to be charged or purchased if a student has a negative balance of any amount, including milk.
- Cashiers make every effort to notify students of low or negative balances at the register.
- Milk is considered an ala carte item. A student that chooses to bring a sack lunch from home may purchase a carton of milk. If there are no funds in the students’ meal account, they may charge ONE carton of milk. After one milk charge students will be offered a cup for the drinking fountain.

*To notify parents that they have a negative balance, “red slips” are sent home with students every Tuesday and Thursday. These slips show the negative balance in the student’s meal account and payment is expected the next school day. **Ultimately, it is the responsibility of the parent/guardian to monitor their student(s) meal account balance.** The parent may monitor their student’s meal purchases and/or account balances, free of charge, by setting up an account at [www.mymealtime.com](http://www.mymealtime.com). **This website offers a parent the opportunity to***

***set up a “low balance notification” email reminder for their convenience.***

- In the event parent(s)/guardian continue to maintain negative balances and the outstanding balance is not paid, the Food Service Department may choose to use other means (collections, prosecutors’ office, small claims, etc.) to collect this debt.
- Because we care for the well-being of your student; a student that reaches the limited amount of allowable negative charges will receive an “emergency meal” (cheese sandwich, fruit, vegetable and carton of milk) until their negative balance is paid in full. The emergency lunch is a complete reimbursable meal and meets the nutritional guidelines set forth by local, state and federal guidelines. Emergency lunches for paid and reduced students will be charged at the regular price of a meal and added to their owed balance.
- If a student repeatedly (3 or more emergency meals) comes to school with no lunch and no money provided by a parent/guardian, food service employees will report this to the building principal as this may be a sign of abuse or neglect and the proper authorities will be contacted.
- If you feel you may qualify for meal assistance, applications can be found on the school website and at any TriCreek School Corporation Office. Quick and convenient On-Line applications are available as well and can be found on the school website. *\*Any charges incurred before the approval of meal assistance must be paid in full by the parent/guardian as applications cannot be applied retroactively.*
- **ALL negative** meal balances must be **paid in full** by the end of the school year. If a student has not been provided with a meal from home and continues to have a negative balance on the cutoff date an emergency meal will be offered to the student at the cost of a regular meal.
- All negative meal account balances will follow the student throughout their school career. All negative balances are expected to be paid in full before a student leaves the district permanently.
- All positive meal account balances will follow the student throughout their school career until they leave the district permanently. Parents must request a refund for their students’ positive meal account balance by contacting the food service department during the current school year or before July 31<sup>st</sup> of the school year just ending or forfeit their refund. Previous school year meal account balances will not be refunded. It is the responsibility of the parents to know their students’ meal account balance and request a refund of their account. Student balances can be found from the convenience of your home at [www.mymealtime.com](http://www.mymealtime.com) at no charge.
- All adult customers may not charge more than \$10.25 in a combination of ala carte and meal sales. Cashiers will make every effort to notify teachers of their meal account balance. Ultimately, it is the responsibility of the adult to know the balance of their school meal account. All negative meal charges must be paid in full by the end of the school year. All negative and positive balances will follow the adult during their career with TriCreek Schools. Adults must request a refund for any positive balance that is in their meal account. Adults that have left the district must request a refund by July 31<sup>st</sup> of the school year just ending or forfeit the refund. Previous school year meal account balances will not be refunded.
- Refunds not claimed will be used to settle student accounts with delinquent balances.