

NORTH KNOX SCHOOL CORPORATION

Parent Notification of Procedures for Student Lunch/M Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. North Knox School Corporation will adhere to the following meal charge procedures. Should you have any questions regarding these procedures, please contact Tammy Klein, Food Service Supervisor, at 812-735-2990.

- All cafeteria purchases are to be prepaid before meal service begins by cash or check. *The electronic option is www.myschoolbucks.com. This link is also found on the school's website. www.nknox.k12.in.us*
- A student may charge up to five (5) lunch and five (5) breakfasts 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 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 cafeteria.
- 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 a PBJ or cheese sandwich, vegetable, fruit, and milk to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a 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.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- The food service manager will also send home letters each week to parents of students who carry negative balances of \$7.00 and above.
- All accounts must be settled by the *last day of school*. Letters will be sent home approximately 5 days before the *last day of school* to students who have any negative balances. Negative balances of more than \$15.00 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 \$15.00 or more left in their lunch/meal food service account will be notified by mail by food services by June 10th 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 school lunch fund.