

Procedure for Student Lunch/Meal Accounts

Southern Wells Community Schools

The National School Lunch Program (NSLP) and the National School Breakfast Program requires school food authorities to establish written administrative guidelines and procedures for meal charges. Southern Wells Community School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Parents may pay online through the Titan portal family.titank12.com or you can send money with your student to school and they can pay at the register.
- A student may charge up to 3 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 \$9.20 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.
- 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.
- The food service manager or other school personnel will coordinate communications with the student, parent(s)/guardian(s) to resolve the matter of unpaid charges.
- The automated Titan system will notify parents when the student's account gets below \$5.00. The food service manager will also send home letters at the end of each month to parents of students who carry negative balances of \$10.00 and above.
- All accounts must be settled at the end of the school year. Letters will be emailed or sent home approximately 10 days before the end of the year to students who have any negative balances. Negative balances not paid in full by the end of the school year have the potential to be taken to small claims court.
- Students who graduate or withdraw from the corporation and have \$10.00 or more left in their lunch/meal food service account will be notified by email by the HS office at the end of the school year and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than \$10.00 will not receive a refund. They will be encouraged to spend the remaining amount in their acct. Unclaimed remaining balances will be transferred to a Food Fight Account.