

Procedures for Student Lunch/Meal Accounts

School corporations must adopt a procedure regarding student lunch accounts. Every effort must be made to collect delinquent debt. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.

Keep in mind the following prohibitions when developing a student lunch/meal account procedure. Schools are not allowed to deny meals to any child for disciplinary reasons. Schools cannot deny a meal to a reduced or paid child, if the child has money in hand for the day's meal, and schools cannot deny a meal to a student eligible for free meals even if money is owed. Whatever procedure the school or food service establishes, the school must assure that the procedure does not discriminate against or single out any group of students.

In addition, the Indiana State Board of Accounts requires student accounts to be accounted separately from the School Lunch Fund (800). Student's accounts should be in the Trust Fund (8400), until the student actually receives a meal. The money can then be transferred into the School Lunch Fund. The Trust Fund (8400) should be reconciled to the detail of student account balances.

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. Eastern Greene School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins by bringing lunch money to school or electronically on myschoolbucks.com.
- Elementary and middle school- aged students may charge tray meals (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts. They will receive a tray meal even if they have an unpaid balance, but an accounting will be kept to bill the parents and/or pursue through legal channels, if necessary.
- High school students may not charge any meals.
- The high school will provide an alternative meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or other items.
- The Food Service Director 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.