

COVINGTON COMMUNITY SCHOOLS 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. Covington Community School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Households may elect to pay online through the Harmony Student Management program or may choose to send a check in with their student(s).
- Students will be entitled a negative fifteen dollar lunch balance. This will allow student to charge several meals before given alternate lunch option. The alternate lunch will consist of a fruit, a cheese sandwich or a peanut butter and jelly sandwich (depending on any food allergies) and milk. There will be a \$1.00 charge for the alternative lunch. To assist parents in maintaining a positive lunch balance, parents may sign up for lunch account notifications in Harmony. This will help you to know that your child is getting close to the fifteen dollar charging limit.
- Staff members are not allowed to charge meals.
- A student who has charged a meal may not charge or purchase "ala carte" item(s), unless they have money in hand for a meal that day.
- 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 parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food service staff suspects 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.
- All accounts must be settled at the end of each semester. Negative balances of more than \$15.00, not paid in full at the end of each semester, will force the Corporation to take action to collect unpaid funds by means of 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 food services and given the option to transfer the funds to another student or submit a written request for refund. If no request is made within 30 days, the student's lunch/meal account will close and the funds will no longer be available.