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Revised 808 Policy

Student Meal Account Balances

The following procedures are implemented in coordination with guidelines of Policy 808- Food Services

- No Student who requests a meal will be denied a main lunch option, unless the student's parent or guardian has provided written permission to withhold a school lunch
- Direct communication regarding money owed will be made to the parent or guardian only. Students may deliver communication in letter form, addressed to the "parents/guardians".
- Meals served to students should not be removed or exchanged as a result of overdrawn accounts or free/reduced status. When it is discovered a student has selected a meal and they do not have positive funds to purchase it, the student will be permitted to have the items without discussion. The meal will be charged to the student's lunch account.
- When a-la-carte limits are in place, food can be removed from the student at the register.
- Weekly notices for negative account balances will be e-mailed to parents/guardians who have addresses on file. When a student owes money for 5 or more school meals, the school will make at least two attempts to contact the parent/guardian and have the parent/guardian apply for participation in the school food program.

- When a negative balance of \$50 or more exists and at least two attempts to contact the parent/guardian have been made, the account may pursue legal action through the District Magistrate.
- When all components of a reimbursable meal are not taken, the cashier must charge a-la-carte prices for the food items.
- If a student receives a free or reduced meal and has a condition that limits certain components of a lunch, the appropriate Pennsylvania Department of Education form must be completed.
- Free/Reduced Lunch applications will be sent home at the start of each school year. Applications are available upon request throughout the year on the District Website, schoolcafe.com and through the main office
- Translated applications are available upon request
- Cafeteria Staff will be trained annually on the guidelines of Policy 808
- No student who owes money or does not have money for a school meal will be publically identified, stigmatized or be required to do work or chores

Please Note:

Allowing charges to continuously accumulate can lead to financial losses to the school food service program and is unfair to the households that do pay for their meals. If parent/legal guardian does not pay after being contacted, the District reserves the right to take actions necessary to collect charges owed. The actions may include initiating collection proceedings.