

Cafeteria Policies

As we enter a new school year, we are providing this packet for your information on lunch policies in the cafeteria. As a reminder, the lunch account is a debit account, not a credit account. Money should be in the account before lunches are purchased, making these prepaid accounts.

Extra Milk

1. If you are on a lunch program, (free/reduced), you will receive a state reimbursable tray. This includes all items in a preset state standard and 1 carton of milk. All extra milks are \$.50 and you must have money in your account to purchase one.
2. If you bring your lunch and are on a lunch program, (free or reduced) you must bring your own drink, or purchase a milk. Free Milk is only included with a reimbursable tray, not by itself.
3. All students may turn in "milk" money at any time during the year. To purchase just milk for lunch boxers is \$90.00 for ONE milk per day (180 days X \$.50 = \$90)
4. When a student comes in for breakfast, they must get a breakfast bag, or tray if they want milk.

Snack Policy

1. Snack price in the snack box this year will vary. They are between \$.75 and \$1.50.
2. All 3 – 12th graders will have access to the snack box, but MUST have money in their account, or in hand to purchase.
3. All 3 – 12th graders will have access to bottles of water. (Price undetermined)
4. All 7 – 12th graders will be allowed to purchase flavored waters, juices and Gatorades. (Price undetermined)

Salad Bar/Extra Options

1. All 3 – 12th graders will have access to extra veggie options, side salads and fruits as part of our offer vs. serve program. These items are free, but a student must get them when purchasing their tray. There will be no second visits.
2. If a student does not purchase a tray, these items will be purchase only. There will be a \$.50 charge for a salad, side of veggies or side of fruit.
3. All 7 – 12th graders will be allowed to purchase an extra entrée. This price has not yet been determined, and will be priced depending on current food costs.
4. ALL SNACKS AND EXTRAS MAY ONLY BE PURCHASED IF THERE IS A POSITIVE STUDENT BALANCE!!!

Returned Check Policy

Cafeteria May 12, 2016

Any check that is returned Non-Sufficient Funds, (NSF), to the cafeteria will be handled in the following manner.

- 1.) A letter informing the issuer that they will have two weeks to return payment in the form of a cashier's check, money order or cash, designated to cover the returned check. A copy of the check will be sent along with this letter.
- 2.) If the money is not returned within the two week time period, the following shall occur:
 - a. The amount of original deposit will be debited from the students lunch account.
 - b. If this debit causes the student/adult account to go below the \$-12.00 rule, the student/adult will be provided with the bag lunch as specified in the Meal Charge Policy.
- 3.) If the money is returned in the two week period, the account remains credited.

July 2017

Collection and Delinquent Debt Policy

The Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through school lunch accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation. Such efforts must be documented by school administration before the debt is forgiven and paid off by the school corporation when a debt is deemed uncollectable.

The school corporation may forgive all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential debt owed;
4. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. Because the debt is a student lunch account, it cannot be an expense of the school food service account, which contains NSLP Federal funds. It must be covered by non-Federal funds.

The School Board will establish a “Random Acts of Kindness” fund to help cover the cost of forgiven debt. Donations from the community will be deposited in this account. This debt is not allowed to be written off and must be paid back into the NSLP program funds.

Procedure for Student Lunch/Meal Account

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

- All cafeteria purchases are to be prepaid before meal service begins.
- A student may charge up to \$12.00 as long as they establish and maintain a history of making payments on their food service account.
- A staff member may charge up to \$12.00 as long as they establish and maintain a history of making payments on their food service account.
- A student that has a negative balance may not charge or purchase any “a la carte” items, INCLUDING extra entrees.

- If a student repeatedly comes to school with no lunch money, food service will report this to the building principal as this is a sign of neglect and the proper authorities shall be notified.
- A pay or reduced student will be offered a sustainable lunch instead of a tray if they have reached the 5 lunch limit.
- The Cafeteria Assistant Manager/Treasurer will coordinate communications with the parent/guardian to resolve unpaid meal charges.
- There is an automated call system that will notify a parent/guardian of a low or negative lunch balance. You can access this feature using your Harmony account and will attach to the number provided for School Reach Messages.
- All accounts must be settled 2 weeks after the first negative accounts letter goes home, or the building principal will be notified.

Paid Cafeteria Prices 2017 – 2018 School Year

May 2017 MKB

Lunch Pricing

	Price (Per Meal)	Yearly (180 days)	Semester (90 days)	Monthly (20 days)
Grade K – 6	x \$2.40 per day	\$432.00	\$216.00	\$48.00
Grade 7 – 12	x \$2.50 per day	\$450.00	\$225.00	\$50.00

Breakfast Pricing

All grades	x \$1.60 per day	\$288.00	\$144.00	\$32.00
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Adult Pricing

Breakfast	x \$2.00 per day	\$360.00
Lunch	x \$3.50 per day	\$630.00

Milk Pricing

Milk	x \$.50 per extra or for lunch boxer	180 x \$.50 = \$90.00 For the Year
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