

Cafeteria Policies

Shoals Community Schools participates in the National School Breakfast Program and National School lunch program. These Programs require the school corporation to establish written administrative guidelines and procedures for purchasing meals.

Community Eligibility Provision

Shoals Community Schools are Community Eligibility Provision (CEP) which means everybody eats free no matter what the student's eligibility. Every student is allowed one free breakfast and one free lunch daily.

Textbook Assistance

Textbook Assistance is available to those families who meet the income guidelines. Applications for Textbook assistance are available at your school office. You may also contact the cafeteria treasurer for questions concerning the lunch program application process at 812-247-2060 ext.#706

Allergies

If your student has food allergies please contact the cafeteria manager at 812-247-2060 ext. 711.

Student Accounts

Student accounts are prepaid debit accounts, not charge accounts. Students can pay cash, check or online through skyward to put money into their account. There are envelopes for cash and check payments available in the Elementary, Middle, High School Offices, and the cafeteria. Each office and the cafeteria has a deposit money box available for students to turn in a la carte money. Funds will also be accepted at the serving lines in

the cafeteria. Please write the students' full name and grade on the envelope. A la carte items are for 3rd grade and up.

Milk / A la Cart

Each breakfast/lunch tray contains all items that are required by state standards, including one milk. Extra milk is purchased separately as an a la carte item. Those students who bring a lunch supply their own drink, or purchase milk. Milk can be purchased for any student. Free milk is only included with a reimbursable tray.

A la Carte items are available to students in grades 3-12. Each student must have funds in their account to purchase extra items. Students will not be allowed to purchase a la carte items if they do not have money in their account or have money with them for the purchase.

Food Balances

The only food students will be purchasing is a la carte items. All cafeteria purchases are to be prepaid. Students with a negative balance may not charge a la carte items, including extra entrees. There is an automated email system that will notify parents/guardians for low or negative balances. Letters may also be sent to remind parents/guardians of negative balances. The parents/guardians need to make arrangements with the cafeteria treasurer to resolve unpaid meal charges.

Returned Check Policy

Any check that returns 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 plus any fees.
2. If the money is not returned within the two week time period, the amount of the original deposit will be debited from the students lunch account.

3. If the money is returned in a two week period, the account remains credited.

Adult Meals

The cafeteria does serve adult meals. Staff members of the school will have their own lunch account. Staff will also need to have money in their prepaid accounts to purchase a meal or a la carte items. Please see the cafeteria treasurer to set up a prepaid account .

Graduate or Withdrawal

Students who graduate or withdraw that have \$20.00 or more left in their meal food service account will be notified by food services and given the option to transfer the funds to another student or to receive a refund.

Please note: students who withdraw or graduate, and have less than \$20.00 will NOT be issued a refund. The household can contact food services to transfer the funds to another student. Students who withdraw will have 30 days to transfer the funds to another student. After 30 days the money will automatically go to the cafeteria donation account.

Students who graduate will have until June 1 of that current year to notify food service of a refund or transfer the funds to another student. Graduating students that notify food service will be refunded after all school fees are paid and the account has \$20.00 or more. After June 1 money will automatically be transferred to the cafeteria donation fund account.

As of: January 23, 2023

This institution is an equal opportunity provider.