

North Judson-San Pierre School Lunch Program

CHARGE POLICY

Of School Meals

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. North Judson-San Pierre School Corporation will adhere to the following meal charge procedure.

- A student may charge up to 2 meals maximum (one charge per meal) if they establish and maintain a good credit history of making payments on their food servicer accounts. Charged meals can include one breakfast and one lunch; or two lunches; or two breakfasts. **A student with a charge on their meal account may not charge or purchase "a la carte" items or extra main entrees.**
- Students from both Elementary and Jr-Sr High School, after receiving two regular meals and the account remains at a negative balance, will be "provided" up to two alternate meals.
- These "provided meals" will be charged to the student's meal account.
- We offer MySchoolBucks, a convenient online meal prepayment service available 24/7 on the web that allows you to securely pay for your student's meals online using your credit/debit card or electronic check. A convenience fee of \$3.25 is charged only when making payments online.
- Jr-Sr High School should use MySchoolBucks.com to view recent purchases, check balances and set up low balance alerts. Mobile apps are also available to have low balance alerts sent to your iPhone or Android phone.
- Elementary students will be given a "cafeteria notice" notifying parents/guardians of a deficit on their account daily or you can view MySchoolBucks.com to check recent purchases, check balances and set up low balance alerts.
- Unpaid meal charges will be carried over at the end of the school year to the next school year.
- Corporation Staff- Staff is permitted to charge up to two meals on their account. All cafeteria purchases are to be prepaid.
- If income changes or family financial conditions change, meal assistance forms may be filled out at any time. Applications are available online or school office or corporation office.
- If cafeteria charges are not taken care of by the end of the school year, the Corporation may opt to utilize TRECS to acquire unpaid funds for students.

Thank you for understanding and keeping your student's account up to date.

Auditing Notes:

- *Money left in student accounts if student withdraws or graduates.*
- *If a student withdraws or graduates, any money in their account is transferred into a sibling account. If there is no sibling, any balance \$25.00 or over (per family) will be sent to parent/guardian. Under \$25.00 will be placed in a donation fund.*
- *But in reverse, if a student owes money to the school, it will be withdrawn from the donation account to make their account zero.*

This institution is an equal opportunity provider.