

# NORTHERN LEBANON SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: STUDENT MEAL CHARGE  
ACCOUNTS

ADOPTED: August 8, 2006

REVISED: August 9, 2016

808.1. STUDENT MEAL CHARGE ACCOUNTS	
1. Purpose 42 U.S.C. Sec. 1751 et seq 42 U.S.C. Sec. 1771 et seq Pol. 808	Pursuant to the National School Lunch Act and the Child Nutrition Act of 1996, the Northern Lebanon School District operates a school meal program for all of its students to engage in a computerized point-of-sale debit food system for the purchase of meals. The computerized point-of-sale debit system allows for the charging of meals.
2. Authority	The Board authorized the implementation and administration of the computerized point-of-sale debit system in accordance with the guidelines set forth within this policy.
3. Definitions	<p><b>Student Account</b> - Individual account assigned to each student in the Northern Lebanon School District for accounting purposes for the purchase of meals and food items.</p> <p><b>PIN Number</b> - Personal Identification Number assigned to each student within the Northern Lebanon School District, which accesses his/her student account.</p> <p><b>Individual Participation Report</b> - A report generated by the Northern Lebanon School District and sent to the student's parent/guardian upon request or in the event that the student charges meals. This report reflects the activity on the student's account including the number of meals purchased or charged, other food purchases, and the outstanding balances. Reports are sent home with students or in some circumstances, the reports are sent via mail to the parent/guardian.</p> <p><b>Meal</b> - Lunch is provided by the Northern Lebanon School District for all students. Milk is offered to students with lunch meals.</p> <p><b>Alternative Meal</b> - Food items offered to students after they have exceeded the charge limit as defined in this policy. The alternative meal may not be the food item as published on the school district's menu, but will meet the nutritional guidelines as set forth by the U.S.D.A. The student shall be charged the full price for this meal and shall be responsible for the payment of such. Failure to pay for the alternative meal provided and any outstanding balance may result in civil action by the school district</p>

<p>4. Guidelines</p>	<p>for collection of the outstanding balance.</p> <p><b>Snacks or A La Carte Item</b> - All food items other than meals, available for sale in the Northern Lebanon School District.</p> <p>All students and parents/guardians shall be notified of this policy at the beginning of the school year or upon subsequent entrance to the school district if the student enters midyear. This policy will be included on the Northern Lebanon School District web page.</p> <p>All students will be assigned a Personal Identification Number (PIN).</p> <p>Students access their account by providing their PIN to the cash register attendant.</p> <p>Use of the computerized point-of-sale debit system shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none"><li>1. Student may pay for meals or food items each day with cash.</li><li>2. Student may apply money to their account at any time to be used to purchase meals or food items at a later date. (Debit System).</li><li>3. In the event that the student does not have cash to pay for his/her meal or insufficient funds in his/her account, the student will be permitted to charge a meal only (not a la carte food items).</li><li>4. The charge limit per account for school students will be no more than eight dollars (\$8.00) for elementary and eight dollars and fifty cents (\$8.50) for secondary.</li><li>5. No student or disabled student will be denied an alternative meal even after the student has exceeded his/her limit on his/her account.</li><li>6. Students cannot charge snacks or a la carte items if his/her account reflects an outstanding balance.</li></ol> <p>In the event a student has accumulated three (3) charged meals within a school year, a written individual participation report shall be sent to the student and the parent/guardian. This report shall show all activity on the account. Students will be expected to pay the outstanding balance in full on his/her account. If the student fails to pay the balance, the Food Service Coordinator, the building administrator, and the parent/guardian will discuss the infraction.</p> <p>Students receiving reduced priced meals shall be treated under this policy in the same fashion as those students who receive full price meals.</p>
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Nothing in this policy shall require the school district to replace stolen or lost student cash for meal purchases for reduced or full priced meals.

A processing fee shall be charged against student accounts in the event that a check is returned for nonsufficient funds. If a family issues more than one (1) check per year that is returned for insufficient funds, the Food Service Department will only accept payment in cash.

The Superintendent, in cooperation with the Food Service Coordinator, is authorized to create regulations for implementation of this policy.

#### Lunch Charges

The district utilizes a computerized point-of-sale system in each of its cafeterias. Each student in the school district is given an individual account with a unique number that remains with a student throughout his/her career at Northern Lebanon School District. Students are expected to learn and use this number for all purchases in the cafeteria. Parents/Guardians are responsible for all charges on their child's account.

#### 1. Deposits –

In order to make deposits on an account, the money must be placed in an envelope with the following information:

- a. Student name.
- b. Student PIN number.
- c. Amount of deposit.

All envelopes must be turned in to the cafeteria in the morning.

#### 2. Charges –

- a. Students must use their account for all purchases. Purchases of extra milk, a la carte items and snacks will be permitted only if there is a positive cash balance on the account. Students with a zero or a negative balance are only permitted to charge regular meals.
- b. It is the individual's responsibility to keep track of his/her balance. Students may check their balance each time they make a purchase.

808.1. STUDENT MEAL CHARGE ACCOUNTS - Pg. 4

	<ul style="list-style-type: none"><li>c. Notices will be sent home with the student every two (2) weeks if the account has a negative balance. Additionally, students with negative balances of fifteen dollars (\$15.00) or more will have a notice sent directly home to the parent/guardian.</li><li>d. If an account reaches eight dollars (\$8.00) elementary and eight dollars and fifty cents (\$8.50) secondary in the negative and no payment is received, the student will not be permitted to participate in the regular meal program. Instead, an alternative will be offered in place of the meal until money is received on account. Charges will continue to accrue for alternative meals.</li><li>e. At this time, a meeting between parent(s)/guardian(s) and principal may be arranged.</li></ul> <p>3. Refunds –</p> <ul style="list-style-type: none"><li>a. Refunds from student accounts are permitted only in the event that a student leaves the school district, or the refund is requested by a parent/guardian under special circumstances.</li><li>b. Upon withdrawing from the district, students must bring their account to a zero balance; any refund will be paid in full.</li><li>c. Positive balances for graduating seniors will receive a full refund. Positive balances for underclassmen will be carried over to the following year.</li></ul> <p>4. End-of-Year Procedures –</p> <p>In order to attempt to balance students’ accounts for the end of the school year, special procedures will be in effect in May.</p> <ul style="list-style-type: none"><li>a. Starting on the first day of May, the maximum charge limit will be negative five dollars (\$5.00). Students will not be permitted to charge beyond this limit.</li><li>b. Accounts with negative balances will be added to the student’s obligations. Payment can be made by contacting the business office.</li></ul>
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