

Procedures for Student Lunch/Meal Accounts

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

- All cafeteria purchases should be prepaid before meal service begins. There are two ways of depositing funds into your students account. Deposits may be made online **sheridan.familyportal.cloud** (for a service fee of \$2.95) or cash and checks are accepted at the cashiers stations for student's meal accounts. At Sheridan Elementary school funds are collected in the student's classroom and sent to the cafeteria to be deposited. Sheridan Middle and High School funds are deposited at the point of service during meal service. We encourage the use of checks as a receipt, please include the students name or I.D number on the memo line. A parent or guardian may also apply for assistance for their student's meals by going to **sheridan.familyportal.cloud**. Parent(s)/guardian(s) and students are encouraged to monitor their meal balances.
- The automated email system (email address must be current) will notify parent(s)/guardian(s) of any outstanding negative balance in the student's lunch/meal account. The food service manager at the elementary will also send home reminder slips each week to parent(s)/guardian(s) of students who carry negative balances.
- Meal charges are strongly discouraged; but, managing money is a part of the learning process. A high school student may charge up to three meals, middle school four meals, and elementary student (refer to Kindness Quarters) five meals maximum (one charge per meal). A negative balance may run lower as long as they establish and maintain a good credit history of making payments on their food service accounts. A student who is free will not be denied a reimbursable meal even if money is owed.
- A student who has charged a meal or has a negative balance may not charge or purchase "a la carte" item(s), including extra entrees, snacks and a la carte beverages or make purchases in the cafeteria snack line.
- High School and Middle School students will be provided a lunch alternative meal of a ham and cheese sandwich, fruit and milk for a charge of \$1.95 to a student who exceeds their charge limit and does not provide funds for the National School reimbursable meal. High, Middle and Elementary school if a student (reduced or full pay) has money in hand (Kindness Quarters for SES only) for the day's meal he/she will not be denied a meal even if there is a negative balance in the account.

- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) and students to resolve the matter of unpaid charges through emails, phone calls, letters and verbal reminders.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal and or counselor as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- If food services staff suspects that a student may be abusing this procedure, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- Although all balances follow the student to the next school year, accounts should be settled at the *end of each current school year*. Communications will be sent home approximately 10 days before the school year ends to students who have negative balances. Negative balances will either be rolled into the next year's student account or will force the Corporation to take-action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$10.00 or more left in their meal account will be notified by the food services and given the option to transfer the funds to another student, to receive a refund or donate it to our "Random Acts of Kindness Foodservice Fund" (Angel Fund). Students who graduate or withdraw from the corporation and have less than \$10.00 will not receive a direct notification by mail but the household can contact Nancy Mosna at nmosna@sheridan.k12.in.us to receive a refund. If no correspondence is received within ten days the student's meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Random acts of Kindness Foodservice fund (Angel Fund).
- A staff member may create an account and run a negative balance no more than \$30.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- This institution is an equal opportunity provider.