

Kankakee Valley School Corporation Lunch Program

Procedures for Student Meal Accounts and Charge Policy

Est. April 2017

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

- All cafeteria purchases are to be prepaid before meal service begins. Students can bring money (check or cash) to each school cashier to add money to their meal account. Also, we have online payment available on our school website at <http://www.kv.k12.in.us/>. Under the parent portal you will find a link to Online Payment.
- A student may charge up to 2 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts. Charged meals can include one breakfast and one lunch; or two lunches; or two breakfasts.
- A staff member may charge up to 2 meals as long as they establish and maintain a good credit history of making payments on their food service accounts.

- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees.
 - After charging 2 meals, students will be given an alternate meal. If after two alternate meals and the student still has insufficient funds, please have the child pack a lunch as they will longer be able to receive the alternate meal.
 - The Elementary schools and the Intermediate school send letters home daily notifying parents of insufficient funds. Parent(s)/guardian(s) can visit our website on their Parent Portal account to view their student(s) meal account balance.

- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

- Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.
OR
 - Schools will provide an alternative meal of a peanut butter sandwich and drink to a student who pays reduced or full price and who does not provide the required payment for that meal. The alternative meal will be charged as a Smart Snack price for that particular meal.

- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

- If food services staff suspects that a student may be abusing this policy, 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.
OR
 - If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused.

- Kankakee Valley School Corporation has meal/textbook assistance available to families anytime throughout the year. We encourage you to visit our website and under the Forms/Link tab you will find an application. Please print and fill out an application and return with your student to the Manager of the his/her cafeteria. Only one application is necessary per household. Also, we have applications available at all our schools main offices as well as the Corporation Office. We will be glad to help assistance you with your needs by calling 219-987-4711 ext. 1117.

- All accounts must be settled at the end of each grading period. Letters will be sent home to parent(s)/guardian(s) of students who have any negative balances. The Lunch Program

will work with parents/ guardians to set up a payment plan if one is necessary to accommodate families. Negative balances not paid in full 5 days prior to the end of the school year 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 \$2.00 or more left in their lunch/meal food service account will be notified by mail by food services at the end of the school year about where to mail a refund. If no response is received within 60 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to KV Lunch fund.