

Procedure 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. Greenwood School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins checks or cash can be sent with your child or you may pay online at <https://www.ezschoollpay.com>
- A student with a negative balance shall not be permitted to charge any a la carte food or beverage. A student with a negative lunch account may charge a regular full meal.
- 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.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- The food service manager will send home letters each week to parents of students who carry negative balances.
- Accounts with significant negative lunch balances are subject to the corporation taking action to collect the 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 \$5.00 or more left in their lunch/meal food service account will be given the option to transfer the funds to another student or to receive a refund. If no response is received within 30 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the school lunch fund.