

## **Carroll Consolidated School Corporation School Lunch Charge Policy**

School breakfast and lunch accounts can be funded through multiple methods:

- Cash or check.
- Electronic Credit Card Payments through Harmony Lunch Account Program.
- A “No Cash Back” policy will be followed when students pay for their breakfast or lunch while in the serving line. All monies paid will be deposited into the students account.

It is strongly encouraged that parents/guardians make meal payments in advance.

If you are unable to pay for school meals due to your economic situation, please contact the Cafeteria Manager at the respective school. Assistance may be available and eligible recipients could receive the regular school breakfast and lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program.

We strongly discourage meal charges, but we understand that an occasional emergency makes it necessary. The following polices will apply regarding charges.

**Elementary School (K-6)** –The policy is as follows:

Students that need to charge will receive a regular school meal.

Parents will be notified and asked for prompt payment when meals are charged via email from the cafeteria manager.

- Parents will be mailed a letter requesting payment once the balance of charges reaches over \$20.00.
- The school’s automated phone dialer will send out reminders once a week to those students who owe lunch money.
- Ala-carte items may not be charged at any time.

**Middle School and High School (7-12)** – The policy is as follows:

-Students that need to charge will receive a regular meal.

-Parents will be notified and asked for prompt payment when meals are charged via email from the cafeteria manager.

-Parents will be mailed a letter requesting payment once the balance of charges reaches over \$20.00.

-The school’s automated phone dialer will send out reminders once a week to those students who owe lunch money.

- Ala-carte items may not be charged at any time.

**Adults** – No charges are allowed.

**All Grade Levels** – At the end of the 2015-2016 school year, a student's balance (both positive and negative) will follow them to the next school year. Refunds of a positive balance for student's leaving the district or graduating may be issued by making a request to the school Cafeteria Director. Funds may also be transferred to a sibling in the Carroll Consolidated School Corporation by making a request to the Food Services Director.

If a student has a negative balance in the account, the parent or guardian will be responsible to pay the balance within 30 days. An unpaid balance in the student's school lunch account may be taken to Small Claims Court after 30 days.

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