

**Procedure**  
**Student Lunch/Meal Accounts**  
**Franklin Community Schools**  
**Effective July 1, 2017**

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

All cafeteria purchases are to be prepaid before meal service begins. Parents/guardians may make deposits to student accounts by sending cash or a check to the building the student attends or by using the on-line site SendMoneyToSchool.com.

**Elementary/Intermediate Schools**

1. A student may charge up to 3 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments to their food service account. No child will be denied a meal, however, if a child has a negative balance – that is, has “charged” three (3) lunch meals, the student will be given an alternative meal of a peanut butter sandwich, fruit, and/or vegetable, and milk.
2. A child may charge up to \$7.50.
3. Low balance notices will be sent home 2 times a week informing parents when their child’s account has a balance of **\$9.40 or less**. Most low balance notifications are sent via e-mail. Negative balance notices will be sent home each day, that is, all accounts with a balance of **less than \$0.00**.

**Middle School**

1. A student will be allowed to charge three (3) lunch meals. The student will be told at the register when he/she is charging.
2. If a student has charged the maximum number of lunches, the student will be offered the alternative lunch of a peanut butter sandwich, fruit, and/or vegetable, and milk.
3. A student who has charged a meal, or who has a zero (0) balance may not charge or purchase extras or ala carte items, including extra entrees or drinks.
4. Parents are notified by email 3 times a week when account balances are \$9.40 or less.

**High School**

1. A student will be allowed to charge one (1) lunch meal. The student will be told at the register when he/she is charging.
2. If a student has charged the maximum number of lunches, the student will be offered the alternative lunch of a peanut butter sandwich, fruit, and/or vegetable, and milk.
3. Parents are notified by email 3 times a week when account balances are \$9.40 or less.

- If a student has a negative balance, once funds are deposited, the negative balance will be deducted first from the deposit. A positive balance must be maintained in order for the student to receive the regular meal.
- If a student repeatedly charges meals, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privilege of charging meals and or receiving an alternative meal will be refused.
- 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.
- All accounts must be settled by the end of the school year. No lunch charging will be allowed under any circumstances during the last ten (10) days of the school year. Letters will be sent home approximately 20 days before the end of the school year to students who have negative balances. Negative balances of more than \$10.00 not paid in full prior to June 30<sup>th</sup> of each 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 \$10.00 or more left in their lunch/meal food service account will be notified by mail or email by food services at the end of the school year and given the option to transfer the funds to another student or to receive a refund. If no response is received within 15 days the student's lunch/meal account will close and the funds will no longer be available. If a refund is requested, please complete the Refund Request form that can be found on the FSC web-site or by calling the Food Service Office at 317-346-8720.

### **Special Arrangements**

There may occasionally be special instances where provisions can be made regarding charges. Parents/guardians must make special arrangement for those charges with the building principals who in turn will pass this information on to the Food Service Department.

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