

## Procedures for Student Lunch/M Meal Accounts

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

- All cafeteria purchases are to be prepaid before meal service begins. Money can be dropped off at the front office or cafeteria when a student arrives at school. Money can also be added online by registering on My Payments Plus.com.
- A student may charge up to \_\_\_2\_\_\_ meal maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service account. Once the student reaches the charge limit, they must bring money or a meal from home. No free alternate meal will be offered.
- A staff member may charge up to 1 meal as long as they establish and maintain a good credit history of making payments on their food service account.
- A student may not charge "a la carte" item(s), including extra main entrees.
- 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. A free lunch student will never be denied a meal, but they do not have charging privileges.
- The food service manager will send an email to the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- All parents may enroll in My Payments Plus.com free of charge and view their student's account. They can have a low limit reminder set letting them know when money needs to be added.
- 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.

- All negative accounts must be paid prior to the end of the school year. After the last lunch has been served the food service manager will email parents to resolve any negative balance.
- Students who graduate with money in their account will have money transferred to a younger sibling. If there is no sibling, money will be refunded through the business office. If account is Negative at the end of the school year, we may hold their Diploma until balance is paid.
- Students who transfer during the school year will have money refunded. If a balance is owed, transcripts may be held until paid.