



### Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NLSP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Emmaus Lutheran School and Preschool will adhere to the following meal charge procedure.

- A student may charge up to 25 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.
- A staff member may charge up to \$100 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- 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 proper authorities should be contacted.
- The Principal/Preschool Director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspect 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 accounts must be settled at the end of each semester. Letters will be sent home approximately 30 days before the end of each semester to families who have a negative balance. Negative balances of more than \$85.00 not paid in full 30 days prior to the end of the school year will force Emmaus Lutheran School and Preschool to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by Emmaus Lutheran School and Preschool.
- Students who graduate or withdraw from the Emmaus Lutheran School and Preschool and have \$10 or more left in their lunch/meal food service account will be notified by the school at the end of the fiscal year and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than \$10 will not receive a direct notification, but the household can contact Emmaus Lutheran School and Preschool 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 lunch fund.