

Logansport Community School Corporation

Meal Charge Accounts Procedures

The district participates in the National School Breakfast and Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Applications are available at the school office, at registration or by contacting the Food Service Office located at the district Administration Building.

General Cafeteria Information:

- Carbonated beverages are not to be brought to school for lunch. Please make other choices. Milk may be purchased in the cafeteria.
- Trading, selling or giving food to others is not permissible. Students should eat what they bring or purchase.
- Students will be seated for lunch with their class. Please notify the café if your student will be receiving meals with another student or a different location.
- We welcome parents/grandparents to come enjoy school lunch with their students. Outside fast-food is discouraged being brought into the cafeteria as it poorly reflects our intent to provide nutritious foods that meet the USDA guidelines and falls short with our corporation wellness goals and policies.
- Students may leave the building for lunch if accompanied by a previously designated adult. The student must be signed out in the office and arrive back at school in time for the next class.
- We strongly discourage candy being brought into the café.
- All food must be consumed in the café for the safety of our students.

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

- Cash or Check sent to cafeteria in an envelope marked with student name, amount and teacher
- www.SendMoneytoSchool.com simply log onto the LCSC school website at www.lcsc.k12.in.us, under “LCSC News” click link for check and pay for lunch balances online and follow instructions.
- We are a “No Cash Back” food service department. When students pay for their breakfast or lunch while at the Point of Sale. All monies paid will be deposited into the students account.
- Parents/guardians please make meal payments in advance.

If you are unable to pay for school meals due to your economic situation you may apply for Free/Reduced priced meal benefits either at the Food Service Office, 2829 George Street, at the child’s school or online at www.LunchApp.com.

Logansport Community School Corporation School Lunch Charge and Refund Procedure

Purpose/Policy:

The State Board of Accounts and USDA regulations state that bad debt is an unallowable expense to the Food Service Account. Therefore, the purpose of this policy is to establish consistent meal account procedures throughout the district. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of the students. The goals of this policy are:

1. To ensure that all students have a healthy meal and that no child goes hungry.
2. To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
3. To establish fair practices that can be used throughout the school district.
4. To support positive and clear communication among staff, administrators, teachers, students and parent/guardians.
5. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
6. To establish a consistent practice regarding charges and collection of charges.

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Meal payments need to be made in advance.

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We strongly discourage meal charges, but we understand that an occasional emergency may make it necessary. The following procedure is as follows:

Elementary School (K-5)

- Students are allowed up to two (2) days of charges.
- We provide an alternate meal of peanut butter and milk to a student who pays reduced or full price and who does not provide the required payment for that meal. Please contact the Cafeteria Manager to make arrangements for payment.
- 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.
- Parents are notified when students account balance reaches \$2.00 via email and continues until a deposit is made. Please contact the Food Service Office to be removed from the email list.
- Once the account is in negative, written charge slips go home twice weekly and a call-out is made at a minimum once weekly.
- Students nearing the maximum charge are sent home a letter and the school Administration is notified.
- Ala-carte items may not be charged at any time this includes the purchase of milk extra or with packed lunches.

Adults

- One day lunch charge allowed for those adults that have established and maintained a good credit history of making payments on their food service accounts.

Middle School (6-8)

- Students are allowed up to one (1) days of charges. After a charge we refer the student to the Building Administrator.
- We provide an alternate meal of peanut butter and milk once the charge max has been met for an additional two (2) days. After two days we request you bring a lunch from home until the charges can be paid or contact the Cafeteria Manager to make arrangements for payment.
- Parents are notified when students account balance reaches \$2.00 via email and continues until a deposit is made. Please contact the Food Service Office to be removed from the email list.
- 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.
- Once the account is in negative, daily emails will be sent notifying parents of the negative balance.
- Ala-carte items may not be charged at any time this includes the purchase of milk while the account is in the negative.

High School (9-12)

- Students are allowed no charges and are referred to a Building Administrator.
- Parents are notified daily when students account balance reaches \$2.00 via email.
- Student's may ask a cashier to check their account balance.
- Account balances can be accessed through your www.sendmoneytoschool.com account at any time.

All Grade Levels

As of **May 15th** all accounts must be settled:

- Parents/Guardians will be sent a written request for "Payment in Full" a minimum of 10 days prior to the May 15th deadline."
- Negative balances not paid in full 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.
- No ala carte items may be charged at any time.

Refunds and Transfers of Lunch Money

- Money left in a student's account at the end of the school year will roll over to the next year.
- Graduating seniors and withdrawn students will automatically be issued a refund of remaining lunch money in their account if the balance is over \$5.00. Balances **under** \$5.00 require a "Refund/Transfer Request Form." Requests for refunds must be made within 10 days of moving or graduating. Money under \$5.00 not requested or transferred will be cleared off the student account and forfeited. Those funds may be used to assist other LCSC students. The form may be found on at www.loganberrycafe.com. Please complete and return to the Food Service Office, 2829 George Street, Logansport, IN 46947.
- For balance inquiries please contact your child's school cafeteria or Administration Food & Nutrition department at 574-722-2911 X. 10150 or E-Mail at hamilton@lcsc.k12.in.us

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

*1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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