

Procedure for Student Meal Accounts

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

- All students will be provided one free breakfast and one free lunch.
- Students may purchase a second meal. Grades K-4 the cost would be \$2.60 and grades 5-12 the cost would be \$2.85.
- All cafeteria purchases are to be prepaid before meal service begins. Payments may be made in the cafeteria office or on online at myschoolbucks.com.
- Students will not be allowed to charge any purchases
- A staff member may charge up to \$25.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- The food service manager or other school personnel will coordinate communications with the staff members to resolve the matter of unpaid charges.
- If the food service staff suspects that a staff member may be abusing this policy, written notice will be provided to the staff member that the privilege of charging meals may be refused.
- All accounts must be settled by the last day of school. Negative balances of \$25.00 and above not paid in full 10 days after school ends will force the Corporation to take action to collect unpaid funds by means of the Tax Refund Exchange and Compliance System (TRECS) or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch account will be notified by mail by the food service office and given the option to transfer the funds to our schools Angel account or to receive a refund. If no response is received within 30 days, the student lunch account will close and the funds will automatically be transferred to the Angel account.

This institution is an equal opportunity provider.

