

**Child Nutrition Services
Three Village Central School District
Student Meal Account Policy and Procedures
January, 2007**

Purpose

All students that attend the Three Village Central School District are provided the opportunity to purchase lunch (and breakfast at the secondary schools) at the school cafeteria in accordance with the National School Lunch Program. The following procedures and guidelines shall be followed to promote a positive environment regarding prepayments of meal accounts and repayments of account charges.

Unpaid charges place a financial strain on the Child Nutrition Program. As a self-sustaining program, it does not receive general fund support for routine operations, and thus must generate funds through student and adult sales, ala carte sales and federal/state reimbursement. Unpaid charges reduce revenue that affects the ability to pay outstanding bills and employee salaries. Uncollected charges may result in higher meal prices for all students.

Prepayments

- At the start of the school year, parents will be encouraged to deposit money into their student(s)' account so that adequate money is readily available to purchase meals. This payment can be made by sending cash or check (payable to "TVCS D Cafeteria Fund") to the school cafeteria, bringing same to Central Office, or by logging onto www.mylunchmoney.com and using a credit card. This eliminates the need for the parent to send money with the student each day. This also helps increase the speed of the serving line so students have more time to eat lunch during their designated mealtime.

Positive Balances

- All positive balances remaining at the end of a school year will be carried into the next school year. This money must be used by the end of senior year or the balance will be absorbed.

Number of Outstanding Unpaid Charges Permitted

- If an overdue unpaid charge balance exists, an elementary school student will be allowed to charge no more than two (2) additional lunches and a secondary student will be allowed to charge no more than one (1) breakfast or lunch. Under no circumstances can an ala carte item be charged.

Notification of Charges

- After the first charge, the cafeteria cashier will inform the student that they need to bring money to school the next day to pay for the meal charged. The student will be given written notice of such.
- After the second charge (in the elementary school), the cafeteria cashier reminds the student that they have an additional charge on their account and they must bring money to school. They will inform the student that they will not be allowed to charge any additional lunches and will only be offered an “alternate” lunch if charges are not paid. The student will also be given written notification of such.
- There will be no charge for an “alternate” lunch. If a student receives more than three “alternate” lunches due to non-payment of charges, a written notification will be mailed and/or a phone call will be made to the parent and the building principal will be informed.

Alternate Lunch

- An alternate lunch will consist of the vegetable of the day, a fruit, and a carton of white milk (apple juice will be provided if there is an allergy to milk). There will be no charge for this “lunch”

Negative Balances

- Written notification of the unpaid charges will be mailed home on a monthly basis.
- After June 1, students and parents will be encouraged to pay their outstanding charges before the end of the school year. They will be informed that negative balances, as with positive balances, will be carried into the following school year.

Monitoring and Policy Review

The School Lunch Director will ensure district-wide compliance with this established student lunch account policy and procedures. Each building principal will ensure compliance with this policy in their school.

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