



Book	Policy Manual
Section	800 Operations
Title	Student Meal Charge Accounts
Code	808.1
Status	Active
Legal	1. 42 U.S.C. 1751 et seq 2. 42 U.S.C. 1771 et seq 3. 24 P.S. 510
Adopted	July 28, 2015
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Purpose

Pursuant to the National School Lunch Act and the Child Nutrition Act of 1996 the Charleroi Area School District operates a school meal program for all of its students and wishes to engage in a computerized point-of-sale food system for the purchase of meals. The computerized point-of-sale debit system allows for the charging of a limited number of meals.[\[1\]](#)[\[2\]](#)

Authority

The Board of School Directors authorizes the administration to carry out the policy and enforce the practices to collect account balances.[\[3\]](#)

Definitions

Individual Participation Report - a report generated by the Charleroi Area School District and sent to the student's parent/guardian upon request or in the event that the student charges meals. This report reflects the activity on the student's account including the number of meals purchased or charged, other food purchases, and the outstanding balances. Reports are sent home with students or in some circumstances, the reports are sent via mail to the parent/guardian.

Meal - breakfast or lunch provided by the Charleroi Area School District for all students. Milk is offered to students with breakfast and lunch meals.

PIN Number - personal identification number assigned to each student within the Charleroi Area School District, which accesses his/her student account.

Snacks or A La Carte Item - all food items other than meals, available for sale in the Charleroi Area School District.

Student Account - individual account assigned to each student in the Charleroi Area School District for accounting purposes for the purchase of meals and food items.

Guidelines

The guidelines from this policy will be included in the student handbook.

Use of the computerized point-of-sale debit system shall be in accordance with the following guidelines:

1. Students may pay for meals or food items each day with cash.
2. Students may use the point-of-sale food system to purchase meals or food items.
3. In the event that the student does not have cash to pay for his/her lunch or sufficient funds in his/her account, students will be permitted to charge lunches only (no a la carte food items) according to the following:
 - a. High School Students – Charge three (3) lunches.
 - b. Middle School Students – Charge three (3) lunches.
 - c. Elementary School Student – No student will be denied a school lunch. However, parents/guardians may be required to send a lunch if their child has a negative student account balance.
4. Students will not be permitted to charge breakfast to an account without sufficient funds.
5. Any student, requiring a lunch due to medical reasons, will not be denied access to a reimbursable lunch. The determination must be made and documented by a physician or school nurse.
6. Students cannot charge breakfast, snacks or a la carte items if their account reflects a negative balance.
7. Elementary school parents/guardians will be contacted by phone after the student charges two (2) meals to an account with a negative balance.
8. A participation report will be sent to the parent/guardian upon parental request or in the event that the student exceeds charge limits.
9. Any family with a total balance over \$100 must have an approved payment plan established to avoid legal action. If a payment plan is not in place or adhered to, legal action will be taken by the school district.

Students receiving reduced priced meals shall be treated under this policy in the same fashion as those students who receive full price meals.

Nothing in this policy shall require the school district to replace stolen or lost student cash for meal purchases for reduced or full priced meals.

A thirty-five dollar (\$35) processing fee shall be charged against a student's account in the event a check is returned for non-sufficient funds. If a family issues more than one (1) check per year that is returned for insufficient funds, the Food Service Department will only accept payment in cash.

The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Delegation of Responsibility

The Superintendent, in cooperation with the Food Service Director, is authorized to create regulations for implementation of this policy.

