

**Please take the time to read these guidelines, as they have changed from what has happened in the past.**

**2014-2015 District guidelines for Grades 1<sup>st</sup> - 7<sup>th</sup> forgotten lunch money**

In accordance with the United States Department of Agriculture regulations, Spring-Ford Area School District is required to record and enforce a Lunch Charge Procedure.

**Step 1-** When the student, for the **first time**, does not have money in his/her lunch account:

- A regular lunch is available to all students and charged to his/her account.
- The student will be handed a note (see example) from the cashier, informing the parent/guardian that there is a negative account balance and asks them to please bring money in the next (school) day.
- No A la Carte items or snack items can be taken with the lunch, but may be sold ONLY if paid for with cash. Any change from the transaction must be given back to the student. This also pertains to Free & Reduced students.

**Step 2-** When the student, for the **second time**, does not have money in his/her lunch account:

- A regular lunch is available and charged to his/her account.
- Food Services will give a list of the students having a negative balance to the principal. The principal will send out a school specific email/sky mail/fusion to the parent/guardian, informing/reminding them that there is a two day negative account balance and to please bring money in the next (school) day.
- No A la Carte items or snack items can be taken with the lunch, but may be sold ONLY if paid for with cash. Any change from the transaction must be given back to the student. This also pertains to Free & Reduced students.

**Step 3-** When the student, for the **third time**, does not have money in his/her lunch account:

- A regular lunch is available and charged to his/her account.
- No A la Carte items or snack items can be taken with the lunch, but may be sold ONLY if paid for with cash. Any change from the transaction must be given back to the student. This also pertains to Free & Reduced students.
- The student will be informed by the cashier at time of checkout of the negative balance and the cafeteria manager will inform the School Principal or designee. The Principal or designee will make contact with the parent to inform them of a three day outstanding balance and ask for payment.

**Step 4-** After 5 unpaid lunches, and still does not have money in his/her lunch account:

- A regular lunch is available and charged to his/her account.
- No A la Carte items or snack items can be taken with the lunch, but may be sold ONLY if paid for with cash. Any change from the transaction must be given back to the student. This also pertains to Free & Reduced students.
- A letter from food services will be sent home informing the parent/guardian of the current negative balance and asks parent/guardian to please pay amount outstanding immediately. Letter will also state that failure to do so within 10 working days will result in foodservice turning the debt over to a collections agency, and that another possible consequence of the outstanding balance may exclude the student from being able to participate in extracurricular activities/functions/sports/field trips until outstanding debt is paid.

**Step 5-**

- If no payment is made, when the balance reaches \$50 (approx. 17 lunches), foodservices will turn the students name and information over to the collections agency, and it will be the parent's responsibility to pay for all service fees.

### **Payment Plan**

The Spring-Ford Area S.D. Nutrition Services Dept. understands that some families are facing financial difficulties. Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually as well as any time during the year when their household information or income changes. While we strongly encourage families to apply for the free/reduced meal benefits, the final application responsibility lies with the parents/guardians.

- Apply online at Pennsylvania's COMPASS website:

<https://www.compass.state.pa.us/compass.web/CMHOM.aspx>

- Print an application from the SFASD website: <http://food-services.spring-ford.net/>

If you have questions on how to complete the application, please review the instructions or contact the Nutrition Services Dept. office at 610-705-6209.