

VINCENNES CATHOLIC SCHOOLS

CHARGING PROCEDURE FOR STUDENT/STAFF MEAL ACCOUNTS



The National School Lunch Program (NSLP) requires School Food Authorities (SFA) to establish written administrative guidelines and procedures for meal charges. The Vincennes Catholic Schools will adhere to the following foodservice account charging procedure.

- All cafeteria purchases are encouraged to be prepaid before meal service begins, this can be done by sending in lunch money with your child to turn into the office or classroom teacher. You may also add money to the lunch account by paying online at <http://lingconnect.com> with a debit or credit card. There is a charge for online payments.
- A student /staff member may be allowed to charge a meal as long as they establish and maintain a good credit history of making payments on their food service accounts. There is a \$20.00 limit for charging meals per student/staff.
- A student who has charged a meal or has a negative balance on their account may **not charge** "A la Cart items including extra entrees, side dishes, water, or other items.
- If a student repeatedly comes to school with no lunch and no lunch money, food service employees **must** report this to the building principal or the food service director as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Students may also be informed at the point of service when their account balance is low or in need of funds
- The school reserves the right to provide an alternative meal of peanut butter or a cheese sandwich to a student who pays reduced or full price and who does not provide the required payment for that meal if the account is in the negative of \$20.
- A student who has enough money in hand to pay for a meal will be served that day regardless of their account balance.
- The food service director or other school personnel will coordinate communications with parent(s)/guardian(s) to resolve the matter of unpaid charges with notes home, emails or phone calls.
- If foodservice staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privileges of charging meals will be refused and the student will need to bring a lunch from home or have cash in hand daily.
- The automated email system will notify parents bi-weekly of any negative balance in the student's lunch/meal account. The food service director will also send home letters each week to parents of students who carry negative balances.
- All accounts must be settled by the end of the school year. Notices will continue to be sent home the month of May on all accounts with negative balances. Unpaid negative balances will force the Vincennes Catholic Schools to take action to collect unpaid funds by means of collection agencies, small claims court, or any legal method deemed necessary by the corporation.
- Students who graduate or withdraw from the system and have a \$5 or more left in their food service account will be notified by phone call during the end of the last grading period. Parents have the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than \$5 in their meal account will not receive a direct notification, but the household can contact the food service director (812-882-5460 ext. 3) to receive a refund. If no response is received within one week after the end of the school year, the student's lunch account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to and unclaimed balance fund.
- If you have questions, please call the Food Service Director at 812-882-5460 ext. 3 or email jstangle@evdio.org.