

Wabash City School Meal Charging Policy
Procedure for Student Lunch/Breakfast/Meal Accounts

- All cafeteria purchases are to be prepaid before meal service begins. Payments may be made through skyward on-line. Money may be dropped off in the office or Cafeteria before school.
- A student may charge up to 4 meals maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to 1 meal as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase a la carte, breakfast item(s), including extra main entrees.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools will provide an alternative meal: A student will receive Peanut Butter & Jelly, Fruit, and Vegetable & Milk. The student is still responsible for payment of that meal at the same price of a regular price meal.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, the privilege of charging meals will be refused, as well as the privileges of an alternative meal.
- Parents may set up the skyward account to be notified of the student's low balance.
- All accounts must be settled at the *end of each school year*.
- Students who graduate or withdraw from the corporation and have \$3.01 or more left in their lunch/meal food service account will need to fill out a refund request form and receive a refund. Students who graduate or withdraw from the corporation and have less than \$3.00, *that money will be transferred to a sibling or anyone the student chooses*. Unclaimed remaining balances will be transferred to The Hungry Kid Fund.