***Springville Community Academy***

**Procedure for Student Meal Accounts**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Springville Community Academy will adhere to the following meal charge procedure.

* All cafeteria purchases are to be prepaid before meal service begins.
* A student may charge up to 3 meals maximum (one charge per meal) 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 $0.00 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" 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 administrator as this may be a sign of abuse or neglect and the proper authorities should be contacted.
* 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, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
* The food service manager will send home letters each month to parents of students who carry negative balances of $12.00 and above.
* All accounts must be settled at the *end of the school year*. Letters will be sent home approximately 14 days before the *end of the school year* to students who have any negative balances. Negative balances of more than $50 not paid in full 1 day prior to the *end of the school year* will force the Academy to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Academy.
* Students who graduate or withdraw from Springville Community Academy and have $15 or more left in their lunch/meal food service account will be notified by mail by food services at the *end of the school year* and given 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 *$15* will not receive a direct notification by mail, but the household can contact *Springville Community Academy Cafeteria* to receive a refund. If no response is received within 10 days the student’s lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances of non returning students will be transferred to the unpaid student meal charge fund.