2026/2027 Procedures for Student Lunch/Meal Accounts

School corporations must adopt a procedure regarding student lunch accounts. Every effort must be made to collect delinquent debt. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds. A school corporation can decide if they want to develop separate procedures for primary-aged children versus secondary-aged children.

Keep in mind the following prohibitions when developing a student lunch/meal account procedure. Schools are not allowed to deny meals to any child for disciplinary reasons. Schools cannot deny a meal to a reduced or paid child, if the child has money in hand for the day's meal, and schools cannot deny a meal to a student eligible for free meals even if money is owed. Whatever procedure the school or food service establishes, the school must assure that the procedure does not discriminate against or single out any group of students.

In addition, the Indiana State Board of Accounts requires student accounts to be accounted separately from the School Lunch Fund (800). Student's accounts should be in the Trust Fund (8400), until the student receives a meal. The money can then be transferred into the School Lunch Fund. The Trust Fund (8400) should be reconciled to the detail of student account balances.

This policy complies with the USDA regulations requirements.

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

- All cafeteria purchases are to be prepaid before meal service begins. Students and staff can pay in the cafeteria or pay online.
- A student may charge up to **3** meals maximum (one charge per meal) if 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 if 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 principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

- Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.

    - If the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.

    - Elementary school will provide an alternative reimbursable meal of peanut butter & bread, vegetables, fruit, and milk to a student who pays reduced or full price and who does not provide the required payment for that meal.

    - Jr/Sr High school will provide a peanut butter sandwich, and milk but will be charged $1.80 as an ala-carte item to student's account.

- The food service director, kitchen manager, or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

- The automated call system will notify parents twice a week of any outstanding negative balance in the student's lunch/meal account. The food service director will also send mass emails weekly to parents who carry negative balances.

- No charging will be allowed after May 1st. All accounts must be settled by the end of the school year. If parents fail to pay the negative balances the Corporation will have to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

- Students who graduate or withdraw from the corporation and have $5.00 or more left in their lunch/meal food service account will be notified by phone by food services at the 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 $5.00 will not receive a direct notification by mail but the household can contact Melissa Lawlyes at mlawlyes@nvc.k12.in.us 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 will be transferred to the angel fund account.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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