

OFFICE OF THE SUPERINTENDENT  
MONROE-GREGG SCHOOL DISTRICT  
REVISED GUIDELINE – VOL .29, NO.2

FOOD SERVICES

Adopted

**Cafeteria Unpaid Meal Charge Guidelines and Information**

- ↓ The National School Lunch Program requires school food authorities to establish written administrative guidelines and procedures for meal charges. The Monroe-Gregg School Corporation will adhere to the following meal charge procedure.
- ↕ Parents/Guardians who claim that the financial condition of their family is such that they cannot afford to pay for the cost of their children's meals shall be invited to make application for free or reduced meals in accordance with federal regulations. Students who are eligible for free or reduced meals will receive one lunch and one breakfast daily. Ala carte items and additional meals do not qualify under free or reduced lunch federal guidelines but may be purchased if funds are available in the account.
- ↕ The Monroe-Gregg School District uses an automated school lunch account system to record food service payments and to monitor transactions. The system functions as a debit system, similar to a checking account. Families are expected to have a positive balance in their food service lunch account at the beginning of the year and during the course of the school year. Parents/Guardians/Students may use the Skyward Software System to monitor their food service activity and balances. Online credit card payments are made through the Skyward Software System. Parents who do not have internet access may contact the food service department at 317-996-2246 ext. 4402 to request information on their account.
- ↓ Elementary Students may charge up to one meal maximum as long as they establish and maintain a good credit history of making payments on their food service account.
- ↕ Middle School and High School students are not allowed to charge meals. If a student has forgotten their lunch money, they are encouraged to see their school principal, counselor, and teacher or call a responsible party to make arrangements.
- ↕ Staff or guests are not allowed to charge meals or use student accounts for purchases.
- ↕ A student who has charged a meal may not charge or purchase "a la carte" items, including extra main entrees.
- ↓ Students who repeatedly comes to school with no lunch or lunch money for an extended period of time, will be reported to the building principal as this may be a sign of abuse or neglect and

the proper authorities should be contacted. If a life altering event occurs, please alert the school so arrangements and help can be offered. IE- loss of job, death, medical situation

- ✦ An automated call system will notify parent on Monday of each week of any outstanding negative balance in the student's lunch account. The Food Service Director/Cashiers will also send a note home with elementary students who carry a negative balance. The automated call system and an automated email will notify parents when account balances are below \$5.00.
- ✦ All accounts must be settled at the end of each school year. Letters will be sent home the last day of school and parents have until 2 weeks after the last day of school to pay the negative balance. If not paid, it will force the Corporation to take action to collect unpaid funds by means of the Corporation collection agency.
- ✦ Students who graduate or withdraw from the corporation have until 2 weeks after the last day of school to request a refund or have money transferred to a sibling. If no request is received the lunch account will close and funds will no longer be available. Unclaimed remaining balances will be transferred to an angel fund which helps students that are in need of help.