

**CORNWALL-LEBANON SCHOOL DISTRICT**  
**BOARD POLICY 808.1 – FOOD SERVICE SCHOOL MEAL ACCOUNT CHARGES**

**Administrative Guidelines**

Effective July 1, 2019

The District charge policy, Board Policy 808.1, allows the flexibility to students to have a healthy breakfast and lunch every day with the understanding that the cost for the charged meal is still the responsibility of the parent/guardian and the District will be reimbursed by the parent/guardian immediately or within a reasonable amount of time. All debt shall be resolved by the end of the school year.

**Parent's/Guardian's Responsibilities**

The goal of Cornwall-Lebanon School District's breakfast and lunch program is to provide healthy meals to all students. In order to serve healthy meals, the District must make sure it is financially secure. The parent/guardian plays a key role in this effort and is responsible for all purchases made on their child's account and for providing their children with money for any food purchased. No student who requests a program meal will be denied a meal unless the student's parent/guardian has provided written permission to withhold school food program meals by completing a Food Purchase Denial Form (Form FS-002). The Food Purchase Denial Form is available from the Food Service Office or on the District website under the Food Service Department. The form gives parents/guardians the option to specifically withhold program breakfasts, program lunches, non-program food items, and/or set a daily dollar limit to prevent unwanted purchases.

Non-program food items are not part of the school food program meal and can only be purchased with positive lunch account funds or cash. Parents/Guardians are responsible to pay for a non-program food item if the item in question is in an open container and cannot be safely sold to another customer.

**Free and Reduced Meal Programs**

A National School Lunch Program Free/Reduced Meal Application shall be sent home at the start of each school year by the building principal. Applications are available throughout the school year at each school's office, the Food Service Office, and the District's website under the Food Service Department. A new National School Lunch Program Free/Reduced Meal application must be submitted by the parent/guardian every year. After the carryover period

from the previous year has expired, parents/guardians are responsible for all meal purchases made before the new Free/Reduced Meal Application is approved.

Free/Reduced Meal Applications may be submitted at any time of the school year; however, the free or reduced status will not take effect until the day it is received and approved. In addition, a parent/guardian may submit a new Free/Reduced Meal Application if the household size and/or household income has changed since the last application was submitted.

On the Free/Reduced Meal Application, all required fields must be completed for the application to be accepted for approval. Incomplete Free/Reduced Meal Applications will be returned to the parent/guardian for correction. The application can also be submitted electronically through COMPASS. The Food Service Office and district social worker may assist parents/guardians with applying for free/reduced-price school meal benefits.

Parents/Guardians will receive a determination letter after the new application has been reviewed, stating the student's status as determined from the application. If a parent/guardian has submitted an application and has not received a letter back within ten (10) business days, the parent/guardian should contact the Food Service Office to confirm the application was received.

### **School Meal Accounts**

Deposits into a school meal account can be made daily, weekly or monthly by presenting a check (payable to Cornwall-Lebanon SD) or cash to a cafeteria cashier during designated food service hours or to the school office during school hours. Credit cards are accepted online twenty-four (24) hours a day/seven (7) days a week via the Food Service link on the Skyward Family Access System. A convenience fee may apply for using this service. All nonsufficient fund (NSF) checks will be charged a fee and the District reserves the right to refuse further check payments from the parent/guardian.

All money deposited into a school meal account is for the student's use. Parents/Guardians visiting school during the school day may not use their child's school meal account to pay for purchases.

Parents/Guardians are encouraged to log into Skyward Family Access to monitor their child's school meal account balance and purchases on a regular basis. Parents/Guardians shall notify the Food Service Coordinator at 717-389-1849 within fifteen (15) days of the purchase date for any disputed purchases; however, in May and June, disputed purchases must be brought to the Food Service Coordinator's attention by the day after the last day of school.

All money deposited into the cafeteria fund account will remain in the cafeteria fund unless the parent/guardian initiates a request. At the time of graduation or when a student withdraws from school, the parent/guardian has sixty (60) days to complete a School Meal Account Refund/Transfer Request Form (Form FS-001) to request a refund or transfer of the positive balance to a sibling's account before the balance is donated to assist free/reduced students with any food debt. Forms to request a refund or transfer of funds are available from the Food Service Office or on the District website under the Food Service Department. Parents/Guardians of active students may also complete a refund/transfer form at any time. Any refunds will be sent to the parent/guardian.

### Debt

All students will be treated equally regardless of their financial situation.

Direct communications regarding money owed will be made to the parent/guardian only. Students may deliver communications in letter form addressed to the parent/guardian. School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.

A phone call will be placed and an email notification will be sent to the parent/guardian three (3) times a week via an automated system in regards to any school meal account with a negative balance determined by the food service administrative guidelines. The notices inform the parent/guardian of the negative balance and provide instructions on how to resolve the debt immediately. These notices will continue until the negative balance is resolved. Families with negative balances are encouraged to contact the Food Service Office and establish repayment plans.

Beginning in October of each school year, a debt notification letter from the Food Service Coordinator or designee will be sent home monthly with the student in a sealed envelope marked "To the Parent/Guardian of" or via USPS mail. Students in grades 9-12 may receive the letter directly, but will be shared with the individual student in a discreet manner. The letter will provide instructions on how to resolve the debt immediately. Parents/Guardians owing more than \$50.00 will have a certified letter sent to their address from the Director of Business Affairs or designee indicating that if payment is not made within fourteen (14) days, the account will be turned over to the District Magistrate's Office or a collection agency. Any further costs incurred by this section will be the responsibility of the parent/guardian.

In May, the Food Service Coordinator will send a final obligation notice to the parent/guardian. Students with a negative account balance as of seven calendar days after the last day of school may be assessed a seven (\$7) dollar late fee and will have a certified letter sent to their parent/guardian from the Director of Business Affairs or designee

indicating that if payment is not made within fourteen (14) days, the account will be turned over to the District Magistrate's Office or a collection agency. Any further costs incurred by this section will be the responsibility of the parent/guardian.

### **Annual Notification**

In the beginning of each school year, students and parents/guardians will be notified of these guidelines. These guidelines will be posted on the District website under the Food Service Department and a printed copy will be available in the Food Service Office.

### **Definitions**

**Point of Service System** - A food service tracking system that records food purchases and all monetary exchange between the District's food service operations and the student using his/her school meal account.

**School Meal Account** - Individual account assigned to each student in the District for accounting purposes for the purchase of meals and food items.

**PIN Number** - Personal Identification Number assigned to each student within the District allowing access to his/her school meal account. Each student in the school is given an individual account with a unique number that remains with a student throughout his/her school years.

**Skyward Family Access** - An online system for the parent/guardian to track school services for each student including food service. Skyward Family Access can be accessed directly at <https://skyward.clsd.net>.

**Meal Statement Report** - A report generated from the Point of Service System that reflects the activity on the student's school meal account including the number of meals purchased or charged, other food purchases and the balance. A written report can be generated for the parent/guardian upon request. A log of the student's activity can also be viewed at any time

online by logging into Skyward Family Access and clicking on the Food Service link on the left. Reports may be sent home with the student in a sealed envelope marked "To the Parent/Guardian of", or in some circumstances, it may be sent directly to the parent/guardian via the United States Postal Service (USPS) mail.

**School Food Program Meal** - The breakfast and lunch meals listed on the District's monthly breakfast and lunch menus or included in the Falcon "Meal Deal". These meals are advertised on the District's website under Departments - Food Service.

**Non-Program Food Items** - Food items that are not a part of the school food program meal. Non-program food items are commonly referred to as "a la carte" items.