

Meal Charging Policy for Student Lunch/Meal Accounts

The Federal School Meal Program requires School Food Authorities (SFA) to establish written administrative guidelines and procedures for meal charges. Western Wayne Schools will adhere to the following meal charge policy.

- Cafeteria purchases can be prepaid before meal service begins. Money can be put on student(s) accounts online, at school office or at cafeteria register depending on what school the student is located.
- A student may charge a meal at Western Wayne Elementary as long as they establish and maintain a good credit history of making payments on their food service account.
- A student may charge a meal at Lincoln Middle/High School as long as they establish and maintain a good credit history of making payments on their food service account. Ala-Carte items may not be charged.
- The Food Service Director, Food Service Managers or any designated secretary will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- Parents will be notified of any outstanding negative balance in the student's lunch/meal account. Parent(s)/guardian(s) will be notified by phone, text, email or letter. It is the parent(s)/guardian(s) responsibility to pay all meal charges.
- Students who graduates or leave the corporation and have \$5.00 or more left in their lunch/meal account will be notified by Food Service Dept./designated secretary and will be given the option to transfer the funds to another student or to receive a refund. Parent(s)/guardian(s) will have to fill out a W-9 form before any refunds are processed. If no response is received within 90 days, the student's lunch/meal account will be closed and the funds will no longer be available. Unclaimed remaining balances will be transferred to the cafeteria fund.

"THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER"