

Food Service Charge Procedure

All students receive a full reimbursable breakfast/lunch of their choice, regardless of their food service account balance. Students will not receive a cheese sandwich or alternative meal for any reason, unless on the menu and offered to all students.

Balances on the food service account for each student are not to be discussed with the student. If the student requests to know the balance, the cashier is allowed to tell them.

Parents/guardians are responsible to pay student negative meal balances.

Messages are sent out weekly to families indicating food service balances. Parent/Guardians of students who have charged more than 5 meals will receive notification. Parent/guardians are the sole receiver of this information. Students should not be given a receipt, notice, memo or letter of any sort at the register for any reason. Notice may be addressed to the parent/guardian and delivered to the student.

Cafeteria managers are responsible for reporting balances over 5 meals to building principals who will communicate the concerns to the appropriate person.

The district will be cooperative in setting up a mutually agreed upon payment plan with the parent/guardian of the students with negative balances. The district has designated Carleen Sanders who can be reached at 717-872-9520 extension 1830 as the contact person.

Funds will be collected in a timely manner. If funds are not collected within a timeframe distinguished between a collaborative effort of the food service Central Office and business office, fees or a penalty of that nature may be assigned.

Students with a negative balance may not charge a la carte items. Students bringing cash need to pay down negative balances first with the exception of the purchase of milk.