

CLARKSVILLE COMMUNITY SCHOOL CORPORATION MEAL ACCOUNT POLICY

Students and adults are expected to pay cash daily or pay in advance for all food purchases.

It is the responsibility of the family to keep their meal account up to date. Students must use their own meal account. Checks will be deposited for the full amount to your child's account.

All negative balance accounts must be resolved and paid in full prior to the last day of school.

In an attempt to resolve negative account balances & meal debt in a timely manner, meal accounts that are already negative or at a \$.00 balance will not be allowed to charge additional meals for the last week of school. All balances* will carry over to the next school year/building within CCSC. Please check with the cafeteria manager if you need to discuss your child's account.

*Carryover negative balances may affect your child's ability to purchase meals with their account until resolved. **Withdrawing Students, Non-returning or Senior Class Students**-payment in full is required prior to your last student day at CCSC.

Meal Account Balances/Notices will be sent 2 times per week via email and/or text message to notify parent/guardian of their student's account balance. This may be done via our Parent Portal and/or the school meal program system. If a phone call is preferred by the parent please notify your child's cafeteria manager. Parents will be expected to keep phone numbers & emails updated in order to receive these communications.

Acceptable Payment Options- cash, check (make out to CCSC Food Services), or online via www.sendmoneytoschool.com on our district site of www.ccsc.k12.in.us Click on the \$ icon and follow the prompts. Your child's 6 digit lunch ID is available from the cafeteria manager or CCSC Food Services. Staff members can use this system as well with a 4 digit ID set up by CCSC Food Services.

Student Withdrawals/Refunds –Cash refunds cannot be given. A check will be issued by the CCSC Treasurer for the refund amount. Parents must submit a claim in writing for a refund of unused monies in their child's account within 30 days of a student's withdrawal from school. Any unclaimed funds become the property of CCSC Food Services after 30 days. Forms are available on our website at www.ccsc.k12.in.us. Please fill out the form and promptly return it to your child's cafeteria manager to be processed. The form may also be turned in at the CHS Office to be sent to the Food Services Office.

Special Diet Requests- Please visit our website www.ccsc.k12.in.us for forms and procedures.

CEs-Katie LaHue, 812-282-1447, press 2 or at klahue@clarksvilleschools.org

CMS-Cathy Hart, 812-282-8235, press 3 or at chart@clarksvilleschools.org

CHS-Ashley Sanchez, 812-282-8231, press 8 or at astephens@clarksvilleschools.org

RA- Willie Estes, 812-258-9040 or at westes@clarksvilleschools.org

The following guidelines will be used to maintain meal accounts and promote fiscal responsibility within the student population in regards to meal accounts.

I. Free & Reduced-Price Meal Students:

- a. Free Meal Status students will not be allowed to have a negative account balance.** Free meal status allows a student to receive one free breakfast and lunch each school day. A `la carte or extra items are not part of the USDA Program and are not allowed to be charged.
- b. Reduced-Price Meal students will be allowed to have a negative balance up to a maximum of 3 days of meals only or \$2.10 at all grade levels.** Breakfast is .30 and lunch is .40 per day. A `la carte or extra items are not part of the USDA Program and are not allowed to be charged.

II. All Other Students in Grades PK-12:

- a. In addition to low-balance emails the cashier will alert the student when money is needed for meals.** Elementary students may also have a note sent home through their homeroom teacher.
- b. The following procedure/policy applies to Reduced-Price & Full-Price Meal status students:** Please note that this applied only to full meal purchases- no a `la carte or extra items will be allowed to be charged to create a negative balance on meal accounts.
- c. The first 3 days** of non- payment for meals, the student will be provided the regular breakfast/lunch which will be charged to their meal account.
- d. An alternate lunch** of a peanut butter or cheese sandwich, fruit, vegetable, & milk will be offered at no cost starting on the 4th day of non-payment. An alternate breakfast of graham crackers, fruit & milk will be offered as well.
- e. On the 5th day of no money being deposited into the student's account the Superintendent, Building Administration &/or the Food Service Department will make contact with the parent to determine if any further actions will be taken.**

Non-discrimination Statement: In accordance with Federal Law & USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA Director, Office of Adjudication & Compliance, 1400 Independence Ave, SW, Washington, DC 20250-9410 or call (800)795-3272 or (202)720-6382 (TTY). CCSC is an equal opportunity employer & provide

- III. **Outside Foods:**
- a. **While we don't discourage nutritious food items** being brought from home (i.e.-packed lunch), we respectfully ask that food not be brought in from outside fast food restaurant sources. Thank you in advance for your cooperation and understanding of this issue.
 - b. **CCSC proudly advocates a "No Fast Food Zone" policy** to promote healthier food choices to our entire population. This is also in conjunction with our Local Health & Wellness Policy as well as federal (HHFK Act of 2010) and state (INDOE/USDA) regulations in regards to school nutrition.
- IV. **Field Trip Meals:**
- a. **Any meal provided by the school cafeteria for a field trip** will be charged to the student's meal account as if they had eaten lunch at school and according to their meal status of free, reduced or paid.
- V. **Items that apply ONLY to Clarksville Elementary Students:**
- a. **A `La Carte or Extra Items require written parental permission** prior to the student being allowed to purchase these items per the cafeteria manager. This policy helps parents & staff in their efforts to manage purchases in a student's account.
 - b. **Lost or Broken Meal Cards will incur a \$3 replacement fee.** All elementary students are issued a new card at the beginning of each school year. Please see the CES Cafeteria Manager for replacement meal cards & payment.
- VI. **Negative/Inactive Accounts:**
- a. **Negative Accounts-**After 30 days of any unpaid negative balance and no parent response to the school corporation's efforts then action may be taken to collect unpaid balances by a professional collection agency.
 - b. **Inactive Accounts-**Accounts will be closed after 30 days of inactivity.
- VII. **Meal Charge Policy:** The adoption of this policy constitutes a CCSC Board acknowledgement of this meal/account policy & procedures. Parents are responsible for all charges incurred on their student's meal account
- VIII. **Free/Reduced Meal Applications:** Can now be submitted online through our school website using www.lunchapp.com. Just follow the website directions. Paper applications are also available at each school office. Questions?-contact the Food Service Director by phone at 812-704-5525 or by email- mpixley@clarksvilleschools.org. Meal applications are accepted throughout the school year.



CCSC FOOD SERVICES DEPARTMENT
800 Dr. Dot Lewis Drive
Clarksville, IN 47129



Melissa Pixley (812)704-5525 mpixley@clarksvilleschools.org

Parent/Guardian Acknowledgment of CCSC School Meal Account Policy

Dear CCSC Parent/Guardian:

Please read the CCSC School Meal Account Policy and fill out the information below along with your signature to acknowledge your receipt and understanding of this policy as it pertains to your student(s) meal account.

Thank you,

CCSC Food Services Dept.

Student(s) First & Last

Name(s): _____

I _____ have read and understand the CCSC School Meal Account Policy

and by signing I acknowledge my receipt of a copy of this policy for my records.

Parent/Guardian Signature _____ Date _____

Please return this form to CCSC Food Services Department c/o CHS Office, 800 Dr. Dot Lewis Drive, Clarksville, IN 47129. ATTN: Melissa Pixley, Director

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