



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

Melissa Pixley (812)704-5525 [mpixley@clarksvilleschools.org](mailto:mpixley@clarksvilleschools.org)



### **CCSC CORPORATION MEAL ACCOUNT POLICY\***

**\*At this point in time, CCSC is an all-CEP District and complete meals will be provided at no charge to all enrolled students.**

**Students who purchase A la Carte or extra items must have funds available for those purchases. Either in-hand or on their meal account.**

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.

As a result of being an all-CEP District there may be accounts that have a remaining negative balance due to the meal account charge policy prior to becoming all-CEP. The following statements will attempt to address this situation:

**All currently negative balance accounts from prior years must be resolved and paid in full before the last day of school of the current year to avoid further collection efforts.** Please check with the cafeteria manager if you need to discuss your child's account. Negative balances may affect your child's ability to purchase items 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. Please check with the cafeteria for the balance owed.

**Meal Account Balances/Notices** will be sent 2 times per week via email 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.

CES-Theresa Payne, 812-282-1447, press 2 or at [tpayne@clarksvilleschools.org](mailto:tpayne@clarksvilleschools.org)

CMS-Veronica Trejo-Lora, 812-282-8235, press 3 or at [vtrejo-lora@clarksvilleschools.org](mailto:vtrejo-lora@clarksvilleschools.org)

CHS-Ashley Sanchez, 812-282-8231, press 8 or at [astephens@clarksvilleschools.org](mailto:astephens@clarksvilleschools.org)

RA- Willie Estes, 812-258-9040 or at [westes@clarksvilleschools.org](mailto:westes@clarksvilleschools.org)

**IMPORTANT NOTICE!! Due to COVID19 Concerns-Cash\* transactions will be limited +/- or eliminated by building!! Please check with the building cafeteria manager.**

**Acceptable Payment Options**- cash\*, check (make out to CCSC Food Services), or online via [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) on our district site of [www.clarksvilleschools.org](http://www.clarksvilleschools.org). 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.clarksvilleschools.org](http://www.clarksvilleschools.org). 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.clarksvilleschools.org](http://www.clarksvilleschools.org) for forms and procedures.

**Curricular Materials (textbook) Applications:** Households must submit an application for this assistance to see if they qualify. There are 2 ways to apply: 1. May be submitted online through our school website using the Infinite Campus Parent Portal. Just follow the website directions. 2. Paper applications are also available at each school office. Curricular Materials Applications are accepted throughout the school year.

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

I. **All Students in Grades PK-12:**

- a. **In addition to low-balance emails the cashier will alert the student when money is needed for purchases.** Elementary students may also have a note sent home through their homeroom teacher.
- b. **No a la' carte or extra items will be allowed to be charged to create a negative balance on meal accounts.** Monies must be available either by cash-in-hand or deposited into meal account
- 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 for your help with this.
- 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.

II. **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.

III. **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.

IV. **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 through small claims court procedures.
- b. **Inactive Accounts-**Accounts will be closed after 36 weeks of inactivity.

V. **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. Please see our Board Policy page at [www.clarksvilleschools.org](http://www.clarksvilleschools.org) for more information.

VI. **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 & provider.



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**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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