

## Northgate School District Food Service and Meal Account Balance Procedures

### I. Purpose

- To establish fair and consistent rules regarding meal account charges and expectations of payment for service rendered
- To establish fair and consistent rules that allow the food service department to collect all monies due to the school district for meal service provided
- To Build positive and clear communication between the district food service, school district staff and the community regarding these guidelines

### II. Payments

- It is the responsibility of the parents/guardians to monitor and keep students meal accounts funded at all times
- Balances can be found on the parent portal under the balance key on the navigation bar to the left of the screen
- Starting the 2018-19 school year an online account can be set up at [www.payschoolscentral.com](http://www.payschoolscentral.com) to monitor student balances
- If you are unable to pay for meals, please visit [www.compass.state.pa.us](http://www.compass.state.pa.us) for information regarding the free and reduced meal program

### III. Negative Meal Account Balances

It is expected that student meal accounts be funded at all times. We do understand that occasionally negative balances can occur, therefore the following rules will apply regarding charges to student's meal accounts:

- No student who requests a meal will be denied a main lunch option, unless the student's parent or guardian has provided a written request to The Food Service Department to withhold a school lunch or to not allow ala carte options. When documentation from the parent or guardian has been provided, items can be removed from the student's tray at the register
- A school meal option must include three of the five components; one must be a fruit or vegetable. The five lunch components are: Meat/Meat Alternative, Grain, Fruit, Vegetable and Milk. Entrees consist of the Meat/Meat Alternative and Grain options (ie Pizza Slice, Grill Sandwich, Salad Bar or Deli Sandwich)
- When all components of a breakfast or lunch are not taken, the cashier must charge ala carte prices for the food items
- Students will not be reminded at the register of their current balance. Students may request their balance from the cashier. All balance notifications will be sent to the parent/guardian

- Meals served to students should not be removed or exchanged as a result of overdrawn meal accounts or free/reduced status. When a student with an overdrawn meal account has selected a meal or items and they do not have positive funds or cash to purchase, the student will be permitted to have the items without discussion. The meal and/or items will be charged to the child's meal account.
- When purchases are made with cash, change should be issued to the students except when the student asks for the balance to be applied to his/her meal account.
- In the event that a student's meal account is over **-50.00** and two attempts have been made to collect the debt without response, the district will use a third party collection agency to complete the collection process.

**IV. End of Year Meal Account Balances**

- Seniors: All monies owed to the district food service must be paid in full prior to graduation
- If a positive or negative balance is left in student's account at the end of the school year, that balance will remain and carry over into the next school year