

PPHS Written Procedures for Student Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Purdue Polytechnic High School will adhere to the following meal charge procedures:

- All cafeteria purchases need to be paid by one of the following methods:
 1. An online account can be set up to pay for the student's meals. Please contact Eric Stewart at estewart@pphs.purdue.edu to learn how to set it up.
 2. Students and/or legal guardians/parents can bring in monies to the Office Manager. We accept either cash or checks made to Purdue Polytechnic High School, the amount will be added to the student's account and receipt will be given in return. Any monies given will go directly to the student's account. Change will not be provided.
- If a student has a negative balance of \$25.00 or more, the student will be denied breakfast but will be given an alternative lunch consisting of a peanut butter and jelly sandwich and juice and will automatically be charged a \$1.75 to their account.
- A student who has been charged a meal may purchase "a la carte" item(s). The student needs to have money in hand or in their account in order to purchase "a la carte" items. Students will be charged for the following per extra item:
 1. Breakfast entree = \$1.00
 2. Lunch entree = \$1.25
 3. Milk or Juice = \$.50
- For students with a negative balance of \$10.00 or more, an automated phone call or text will be sent weekly to the student's parent/legal guardian.
- If a student repeatedly comes to school with no lunch and no money with a negative balance of over \$100.00, there will be several attempts made to collect the monies. If arrangements have not been made to collect the monies, then food service employees must report this to the building principal.
- The Office Manager, Food Service Manager, or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

- The Office Manager will also send home letters or send an email twice per month to parents of students who carry negative balances of \$ 25.00 and above.
- Students who graduate or withdraw from the corporation and have a positive balance in their account will be reimbursed via check. The check will be made out to the student's legal guardian and mailed to the student's address.
- Students who graduate or withdraw from the corporation and have a negative balance will be called or spoken to on the date of withdrawal in an effort to collect monies. Parents/Guardians will need to pay via cash or check made out to Purdue Polytechnic High School.