



Meal Prices, Payments and Balances

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges for those students choosing to participate in the food service program. South Harrison Community School Corporation (SHCSC) will adhere to the following guidelines and procedures:

- All cafeteria purchases are to be prepaid before meal service. Full lunch price is \$2.65 and the reduced lunch price is \$0.40. Full breakfast price is \$1.25 and the reduced breakfast price is \$0.30. Students paying full and reduced prices are encouraged to prepay by the week or month. This may be done online at www.ezschoollpay.com or sent to the school in a sealed envelope with the child or children's name(s), account number(s) and amount(s). If you make a payment using www.ezschoollpay.com, a fee of \$2.75 will be assessed.
- The EZSchoolPay App is now available for Android and Apple devices. Features include ability to view lunchroom purchase history and current meal account balances, set a low balance email payment reminder, add funds to your students' meal accounts, and more.
- Efforts should be made to keep account balances current at all times. Parents may check account balances by calling your school cafeteria and checking online or through the app if you have established an account at www.ezschoollpay.com. Schools will send home negative balance letters as needed. Unresolved negative balances may force the school corporation to take action to collect unpaid funds.
- A student with a negative balance in excess of \$7.80 will be offered an alternative breakfast consisting of cereal, fruit and milk. Likewise, the student will be offered an alternative lunch consisting of a peanut butter sandwich, vegetable, fruit and milk.
- Any student with a negative balance of any amount will not be allowed to charge or purchase "a la carte" items including extra main entrees or items from the a la carte kiosk.
- If the cafeteria manager suspects that a family is misusing either the charging or alternate meal guidelines or procedures, then written notice will be provided to the parent(s)/guardian(s) informing them that the student's privilege of charging meals and/or receiving alternate meals may be refused.
- Food service employees will report to the building principal if a student repeatedly comes to school without money for meals as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Student accounts become inactive upon the student's last date of attendance at SHCSC. Account disposition will be administered in accordance with the following guidelines:
 - Positive Account Balance of \$5.00 or less: No further notification will be made. The right to a refund will be forfeited at the end of the school year or 45 days following the last date of attendance, whichever is longer. Forfeited balances will be transferred into a fund established to benefit other students.
 - Positive Account Balance of Student Receiving Reduced-Price Meal Benefits: A refund will be mailed to the last known student address at the end of the school year or upon request of the family.
 - Positive Account Balance of More than \$5.00: Notification of the balance will be mailed to the last known student address. The family may opt to transfer the balance to a fund established for the benefit of other students or to request a refund. The right to a refund will be forfeited at the end of the school year or 45 days following the mailing of the notification letter, whichever is longer. Forfeited balances will be transferred into a fund established for the benefit of other students following the forfeiture period.
 - Negative Account Balances: Collection of account balances will be administered within established policy.

We strongly encourage families to apply for free/reduced meals at the beginning of the school year and any time financial status changes. Not only does this provide your child with quality meals, it often provides other benefits for the school through grant opportunities. Applications are updated for the new school year after July 1st and made available in each school office or online at www.shcsc.k12.in.us under Parent and Guardian Resources/Food Services. Families who are directly certified through food stamp, Medicaid or TANF programs will be notified of their eligibility status. If you do not receive notification you will need to complete a meal application.

Thank you,

South Harrison Community School Corporation Food Services