

# *West Lafayette Community School Corporation*

## *Food Service Department*

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1105 N Grant St • West Lafayette, IN 47906 • Phone (765) 746-0421 • www.wl.k12.in.us

### **WLCSC Meal Payment & Negative Balance Policy**

The National School Lunch Program (NSLP) requires School Food Authorities to establish written administrative guidelines and procedures for meal charges. West Lafayette Community School Corporation (WLCSC) will adhere to the following meal charge procedure.

#### **PAYMENT OPTIONS**

*\* Money MUST be prepaid prior to the Point-Of-Sale to reduce wait times in the lunch lines.*

##### **Credit or Debit Card**

The Food Service Department utilizes Skyward, a computerized Point-Of-Sale system. To add money to an account, log into Skyward, click on the Food Service tab and select Make A Payment. There is no minimum deposit and there will be a \$1.00 transaction fee.

##### **Check or Cash**

Cash or checks are NOT accepted at the Point-Of-Sale. Please turn payments into the office (WLES & WLIS) or the Red Devil Dining Court (Jr/Sr High School) by 9 AM.

##### **Check**

1. Checks must be payable to: West Lafayette Community School Corporation
2. Please have student's name and 4-digit PIN number in the memo
3. If more than one student is on a single check, the check must specify how much money is to be deposited into each account
4. The payment should be sent in a sealed envelope and clearly marked with the student's name
5. If a check is returned due to non-sufficient funds, we will attempt to collect all money owed. In the event it cannot be collected, a third-party collection agency will be utilized

##### **Cash**

1. Cash payments made to the office must be in a sealed envelope with the student's name and 4-digit PIN number

*\*Parents and/or guardians are responsible for monitoring their student's lunch account and maintain a positive lunch account balance.*

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### **ACCOUNT BALANCE INFORMATION.**

#### **Obtaining Student Account Information**

Account balances may be obtained with Skyward parent access accounts or under your student's Skyward Meal Account.

The Parents and/or guardians of any student with a lunch account balance will receive an automated email notification from Skyward every Friday.

#### **Negative Charging**

Students with a negative balance will be permitted to charge a reimbursable meal. Adult meals and a la carte items cannot be charged. If a student accrues a negative balance of \$10.00 or more, attempts will be made to collect the unpaid debt.

WLCSC reserves the right to provide and charge for an alternative meal of a cheese sandwich, fruit, vegetable and milk to students with a negative balance.

Please note: If a student repeatedly comes to school with no lunch and no money, Food Service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities will be notified.

All accounts must be settled at the end of the school year. Notifications will be sent to parents and/or guardians of students who have negative balances. Negative balances not paid in full within 20 days after the end of school will force WLCSC to take action to collect unpaid funds by means of collection agencies, small claims court or other legal method deemed necessary.

#### **Account Refunds**

Students who graduate or withdraw from the corporation and have \$10.00 or more left in their meal account will be notified by Food Services at the end of the school year and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than \$10.00 will not receive a direct notification, but the household may contact Robyn Bennet at [bennetr@wl.k12.in.us](mailto:bennetr@wl.k12.in.us) or Janelle Wade at [wadej@wl.k12.in.us](mailto:wadej@wl.k12.in.us) to receive a refund. If no response is received within 60 days from the last day of school, the student's account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Food Service Donation Account.