

**SCHOOL MEAL CHARGES AND ACCOUNTS/INSUFFICIENT FUNDS**

All students that attend Peters Township School District are provided the opportunity to purchase meals at each building cafeteria in accordance with the National School Lunch Program (NSLP).

Parents/Guardians are solely responsible for providing their children with meals, either through money to purchase meals at school or by packing a meal from home. If for any reason a parent/guardian cannot afford to provide a meal for their child, Free and Reduced Meal benefits may be applied for, in English or Spanish, by accessing the application at [www.ptsd.k12.pa.us](http://www.ptsd.k12.pa.us) under Parents/Food Service Department or call 724-941-6251.

If a student loses or forgets his/her lunch money and/or has insufficient funds in his/her lunch account, he/she will be able to buy a meal on credit, with certain restrictions.

**Elementary Grades K – 6**

- Up to three reimbursable school meals may be charged.
- Beginning with the fourth day with a negative balance, the District will supply and charge the student for an alternate meal consisting of:  
Lunch – Sun Butter & Jelly Sandwich OR Cheese sandwich and ½ pint of milk + fruit + vegetable. Students will be charged a regular lunch price for the alternative lunch, which will be added to debt balance until paid.
- Ala Carte items are not required components of the NSLP and will not be offered once a student reaches a negative balance.
- If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. The District cannot use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
- Parents may restrict their child's ability to charge food items or place a dollar limit on the account by contacting the Food Service Department at (724) 941-6251 ext. 7226 or setting up those limits online at MySchoolBucks.com.

**Secondary Grades 7 -12**

- Students are permitted to charge food items on their Cafeteria account.
- No charges will be allowed after the student has reached a -\$5.00 balance.
- After reaching the -\$5.00 balance, future cafeteria purchases will only be permitted on a cash basis until the negative balance is eliminated. The student will be prohibited from purchasing any item on credit through the cafeteria until debt balance is paid.
- If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. The District cannot use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
- Parents may restrict their child's ability to charge food items or place a dollar limit on the account by contacting the Food Service Department at (724) 941-6251 ext. 7226 or setting up those limits online at MySchoolBucks.com.

Students who qualify and are certified to receive free lunch can NEVER be denied a reimbursable meal, even if they have accrued a negative balance from other purchases in the cafeteria. These students can, however, be prohibited from charging a la carte or extra items.

### **Collection of Unpaid Meal Charges**

#### **Elementary Grades K – 6**

- Parents can request low balance notification via MySchoolBucks.com.
- The parent/guardian of any child with a negative balance will receive a weekly letter.
- All negative balances MUST be satisfied by the end of the school year.

#### **Secondary Grades 7 -12**

- Parents can request low balance notification via MySchoolBucks.com.
- Parent/guardian of any child with a negative balance will receive a weekly phone call and/or e-mail via the School Messenger service.
- All negative balances MUST be satisfied by the end of the school year.
- Graduating Seniors will receive notification regarding any outstanding debts and remaining balance.

#### **General Collection Guidelines**

- Communications regarding collection of delinquent meal charges should be directed to parents/guardians. However, efforts should be made to notify students of the inability to charge a lunch and/or if the student is restricted to an alternate meal before they enter the lunch line, but notice shall be made discreetly and in no case will the notice be made in the presence of other students.
- The District cannot have unauthorized persons, such as parents or volunteers follow up with debt collection efforts.
- Cafeteria cashiers must ensure that rosters, computer screen etc. at the point of service cannot be viewed by anyone who does not need access to the information, especially other children.
- Unpaid meal charges may be carried over at the end of the school year as delinquent debt and collection efforts may continue into the new school year.

Revised June 27, 2017