

# West Central School Corporation

## Cafeteria Policy

West Central School Corporation follows the National School Lunch Program guidelines and operates an “offer vs. serve” service. Menus can be found on the corporation website and at the entry points of each serving line. Students are required to remain on campus for lunch but can choose to bring their lunch from home. Microwaves are available to students in the middle/high school cafeteria only. The food services department ensures its compliancy with the school district’s Wellness Policy for food and beverages sold outside of the reimbursable meal and students are expected to comply with the policy. Caffeinated beverages, energy drinks and soft drinks are not permitted in the cafeteria during school hours (12am-3:38pm).

Share tables are available for student use in each cafeteria for unwanted food purchased through the cafeteria to share with other students. Food or beverage items placed on the share table must be consumed in the cafeteria and are not permitted in student lockers or classrooms.

Student lunch accounts are maintained through LINQ Connect and operates on a pre-deposit basis. Deposits can be made online through <https://linqconnect.com/>; or by supplying cash or checks through the main office. Cash or check deposits must be placed in an envelope with the student’s first and last name, lunch number and the dollar amount clearly written on the outside of the envelope. Deposits will be collected by 9:50am to ensure funds are credited to the student account before lunch service. Otherwise, student lunch deposits may be credited the next school day. Students are notified of low or negative balances at the point of sale and may inquire about their account balance at any time. Purchasing additional items other than a reimbursable meal are not allowed unless the student’s account has enough funds for the additional item(s). Assigned lunch identification numbers are used for all student purchases. The cafeteria does not make change. Visitors must bring exact change when purchasing a meal or deposit the difference in a student account or the angel account. Parent meals cannot be charged to a student account. Account balances that have accumulated will be carried over to the next school year with the exception of graduating seniors. Graduating seniors will visit the Director of Food Services to determine what is needed to close their account through their end of year checklist.

This institution is an equal opportunity provider.

# West Central School Corporation

## Meal Charge Policy

West Central School Corporation makes every effort to ensure that students are provided a nutritious breakfast and lunch on a daily basis during the school year. The school corporation, Child Nutrition Program and National School Lunch Program will provide free and reduced-price meals to all qualifying students. State and school corporation officials review and approve free or reduced-price meals to qualifying students based on income standards, regulations and procedures as determined by the United States Department of Agriculture.

A Free and Reduced Application for Meals can be submitted by parents at any time during the school year. Applications can be resubmitted at any time if home or financial situations change. Applications are made available on the corporation website at <https://www.wcsc.k12.in.us/wcsc/info/food-services-new>. Paper copies of the application are also available at each of the school offices and the office of the Director of Food Services.

West Central School Corporation utilizes LINQ Connect for student meal accounts and payments can be made online at <https://lingconnect.com/>. Payments are also accepted in both the middle/high school and elementary offices. When submitting deposits to the office, payments must be placed inside an envelope with the student's first and last name clearly written on the outside, lunch number and the dollar amount being deposited. It is crucial that student meal accounts remain in a positive balance.

### Meal Charges

1. All students will be provided a standard lunch regardless of their account balance. A la carte items or extra food and beverages cannot be purchased with a negative balance. Students must have enough funds in their account to cover the cost of any additional items they wish to purchase outside of a standard lunch.
2. A low balance notification will be sent out by email when a student's balance falls below \$5.00. Email addresses must be current to receive these notifications.
3. Negative balance notifications will be sent out twice weekly by email when a student's account balance becomes negative until the debt is recovered. Email addresses must be current to receive these notifications.
4. Balances that fall below -\$15.00 will receive a phone call from a member of the food services department. If the parent or guardian cannot be reached by phone, a letter and Free and Reduced Application for Meals will be sent home with the student.
5. If account balances (households) reach -\$27.00 with no efforts from the parent or guardian to correct the deficit; or the parent or guardian is not responding to attempts of communication, the school building principal will be notified. The building principal will attempt to make contact with the family and if they are unsuccessful, the responsible parent/guardian will be sent to collections.
6. Accumulated negative balances with no corrective action will be turned over to the superintendent and debt collection proceedings will be pursued.

## **Applications/Status Changes**

It is highly encouraged that all households complete a Free and Reduced Application for Meals. Applications are available on our website or can be picked up at the main office. Applications will be processed once received by the food service department. Refer to the Parent Letter and Instructions for filling out the annual application on our website. Meal reimbursement claims made to Indiana Department of Education, will be completed monthly for the previous month's meals sold. Once reimbursement claims are submitted, student application status changes can only be backdated to the 1<sup>st</sup> of the current month and any meals charged prior to the status date change will be the household's financial responsibility. Parents/guardians are encouraged to review your student's application status through the online portal <https://lingconnect.com/> for accuracy. Any discrepancies should be communicated to the Director of Food Services.

## **Student/Staff Meal Account Closing**

It is best practice to zero out student and staff accounts before deactivation. In order to make this possible, the following steps will be initialized:

1. Student Withdrawal
  - a. If a student has a credit in their account, the parent/guardian will be contacted to discuss the funds. At this time, a parent/guardian will have the choice of receiving a refund or donating the remaining funds to the angel account.
    - i. If a refund is chosen, a Claim for Refund form will be sent home with the student or mailed to the parent/guardian. Once returned to the corporation, the treasurer will process the claim and mail a check to the address on file.
    - ii. Funds donated to the angel account will be transferred by the Director of Food Services and validated by another individual, typically a kitchen manager, acknowledging the funds transfer.
2. Graduating Seniors
  - a. Seniors will visit the Director of Food Services during lunch with their end of year checklist. At this time, seniors will have the option to request a refund, transfer the funds to a sibling's account or donate to the angel account.
  - b. All senior account balance refunds and transfers will follow the same process as a student withdrawal described above.
3. Staff Members
  - a. Staff members will need to contact the Director of Food Services before their departure from West Central School Corporation and fill out an Accounts Payable Voucher or donate their remaining funds to the angel account.

The term "angel account" refers to an account created to collect and disburse funds to the meal accounts of students experiencing hardship. Hardship decisions are decided by both the Director of Food Services and kitchen manager. Transfers in and out of this account are completed by the Director of Food Services and validated by the kitchen manager. All unclaimed funds (student, adult) will be deposited into the "angel account".

## **Collection of Debt and Balances Owed by Parent/Guardian**

The West Central School Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort will be made by the school administration to collect the monies owed to the school corporation including collection procedures.

The school corporation is willing to work with parents to ensure that their child is properly fed. Parents have the option to send a lunch or breakfast from home. However, if there is no attempt made by the responsible parent/guardian to deposit funds to cover the charged meals or provide a lunch for a child, the school administrator and/or superintendent may begin debt collection proceedings or a referral to the Department of Child Services may be initiated.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.

The superintendent may develop regulations addressing specific situations relating to the above conditions.

This institution is an equal opportunity provider.

# West Central School Corporation

## Angel Account Policy

West Central Food Services Department maintains an angel account funded by donations. These funds are used to cover temporary shortfalls in student meal accounts. Donations to this account come from individuals, groups, businesses and graduating students. Individual schools do not maintain separate funds and all donated funds are held in one account. Distributions from this account are done on a case-by-case basis.

The following controls have been put in place to ensure proper deposit into the angel account are ethically executed:

1. Any donations made to the angel account will be verified by two individuals prior to deposit and documented on the Monthly Received Deposit Verification form.
2. Deposits, whether cash/check or student/staff transfers made to the angel account will be completed by the Director of Food Services and verified by a second food service individual, normally a kitchen manager.
3. Tracking of donations will be maintained in the angel account notes through TITAN: A LINQ SOLUTION.

The following controls have been put in place to ensure proper transfers to student accounts are ethically executed:

1. Transfers out of the angel account to student accounts will be decided between the Director of Food Services and another knowledgeable individual familiar with the student's circumstance. These individuals include but are not limited to: Kitchen Staff, Counselor, Principal or Superintendent.
2. Upon agreement of the student's need for financial assistance, the Director of Food Services will transfer funds from the angel account to the student in need bringing their account balance to zero or other predetermined amount.
3. Transfers will be documented and verified in the student's account notes indicating the reason for the transfer and who the deciding parties were. Once funds are transferred, verification of the transfer will be completed by a second food service individual, normally a kitchen manager.
4. Tracking of all angel account fund transfers to student accounts will be maintained in the student's account notes through TITAN: A LINQ SOLUTION.

In all cases, parents/guardians will be requested to complete a Free and Reduced Meal application prior to angel fund transfers to their student(s) if they have not done so for the current school year. West Central School Corporation reserves the right to request parent/guardian financial data prior to angel account transfer determinations if desired. Neglecting or refusing to supply meal funds to student accounts by the parent/guardian is not an acceptable reason for angel account fund transfers and if it is determined that a parent/guardian is neglecting their child, Department of Child Services may be contacted.

This institution is an equal opportunity provider.