

West Lafayette Community School Corporation Meal Payment Policy

The West Lafayette Community School Corporation Food Service Department utilizes a computerized point-of-sale system, Skyward. Upon enrollment, all students are assigned a lunch account with a 4-digit PIN number. Money deposited into this account can be used for the purchase of breakfast, lunch, milk, and a la carte items.

I. PAYMENT OPTIONS

Cumberland & Happy Hollow Elementary Schools:

The food service department recommends that money is pre-paid into the student's lunch account prior to the Point-Of-Sale. Cash or check payments are to be turned into the office preferably by 10 am so the office staff can post the money to the child's lunch account.

West Lafayette Jr.-Sr. High School:

The food service department will accept cash or checks during the breakfast and lunch meal services. Money for lunch accounts can also be turned into the office at any time as well. If possible, please make sure the student's name, 4-digit PIN Number, and the amount are clearly written on the payment envelopes to reduce lost or misplaced payments.

When making debit or credit card payment online, please try to do so before 10 am. The following payment options are available.

Major credit cards or debit cards are payable through SKYWARD.

1. No Minimum Deposit.
2. Plus \$1.00 Transfer Fee.

Check

1. Check must be payable to: West Lafayette Community School Corporation.
2. Please have student's name and 4-digit PIN number in 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 (NSF), 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. Elementary students must turn payment into the office in a sealed envelope. It should be clearly marked with the student's name and 4-digit PIN number.
2. West Lafayette Jr.-Sr. High School students may turn payments into the high school office or at a cash register during breakfast or lunch. If possible, payments should in a sealed envelope with the student's name and PIN number clearly marked on the envelope.

II. ACCOUNT BALANCE INFORMATION

West Lafayette Community School Corporation encourages parents and/or guardians to be responsible for monitoring their student's lunch account and maintain a positive lunch account balance.

Free and Reduced Meal Applications

Free and Reduced priced meal assistance is available to all patrons at any time throughout the school year. An application can be picked up at your student's school office, available online after August 1st, or call the food service office at 765-746-0421 so we can mail you an application. Contact the food service office at 765-746-0421 with questions related to free and reduced-price meals.

Obtaining student account information

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

You may also contact the food service office at 765-746-0421 to obtain your student lunch account information.

Negative Notifications

Any student with a lunch account balance of \$5.00 or less will receive an email notification on a weekly basis. Notifications for delinquent accounts will be mailed monthly if the lunch account balance is over five dollars. If a student repeatedly comes to school with no lunch and no money, food service employees and cashiers must report this to the building principal or food service director as this may be a sign of abuse or neglect and the business office should be contacted. Once the student who receives a reduced or paid lunch has exhausted all their funds and has a negative lunch account balance of \$5.00 or more, West Lafayette Community Schools will provide an alternate meal of a cheese sandwich, fruit or

vegetable, and milk. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.

Charging on Accounts

There will be no milk or a la carte charging allowed if the student has no money in his/her lunch account. Breakfast and Lunch meals that meet U.S. Department of Agriculture (USDA) guidelines may be charged. Per USDA guidelines, students may be able to receive up to ten lunches per school year without any repercussions to the student. Once the ten meals have been exhausted, the meal alternate of a cheese sandwich, fruit and milk may be initiated.

Lunch Accounts at the End of School Year

All accounts must be settled at the end of the school year. Letters will be sent home approximately 5 days before the last school day to students who have any negative balances. Negative balances of more than \$10.00 not paid in full within 20 days after the end of school will force the West Lafayette Community School Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or other legal method deemed necessary by the corporation.

Students who graduate or withdraw from the corporation and have money left in their lunch/meal food service account will be notified by mail by food services at the end of school and given the option to transfer the funds to another student/sibling or to receive a refund. If no response is received within 30 days, the student's lunch account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the school milk fund.