

OPERATIONS 8500D

Poland Local School District Procedure for the Collection and Payment for Charged Meals

It is the parent(s)/guardian(s) responsibility to see that student(s) have money in their account to charge meals, or have money for that day's meal or that they bring a lunch. The school district has a POS (point of sale) system available at each building that works as a "debit" account. This means the student puts money in their account "in advance" of purchasing food. (If your check is returned for nonsufficient funds (NSF), your account will be debited electronically for both the face amount and returned check fees.) If a student's account has a negative balance, the following process will be followed:

1. Students will only be permitted to charge up to \$15.00 at any given time.
2. After the account reaches a negative of \$15.00, the student will be provided with an alternate meal (i.e., sandwich, fruit, vegetable, milk) and his/her account will be charged for the price of a meal.
3. If a student has cash, but owes money to his/her account, he/she can only buy a regular lunch and/or breakfast, if applicable, for that day.
4. Unpaid charges for students will result in the following:
 - a. A verbal reminder to student
 - b. A written reminder sent home with student
 - c. Telephone call home
 - d. Letter sent home
5. When a student's account has a negative balance in any amount, only full lunches or breakfasts, if applicable, may be charged. There is no charging allowed for ala carte items. (i.e., if a student's account is negative, he/she will not be permitted to charge the cost of cookies)
6. There will be no charging of lunches during the last 2 weeks of school.

A student can only use money in their account for cafeteria purchases and may never "withdraw" cash from their account. At the end of each school year, all negative balances must be paid. Students should use up any money left in the account or it will carry over to the next school year. Refunds will not be issued for any balances remaining in the account.

If a student leaves the district (i.e., moves to another school, graduates, etc.), balances in excess of \$5.00 will be refunded if all other financial obligations to the district are met (i.e., student fees, fundraiser monies, books returned, etc.) if requested in writing to the Treasurer's office at 3199 Dobbins Road, Poland, Ohio, 44514. A check will be issued only upon confirmation of the balance by the cashier or cafeteria manager and verification from the building principal and secretary that all other obligations have been met.

These procedures will be posted on the district website and provided to both students and parents via the student handbook.