

# WELLSBORO AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: LOST OR STOLEN LUNCH  
TICKETS

ADOPTED: August 8, 2006

REVISED:

	808.1. LOST OR STOLEN LUNCH TICKETS
1. Purpose	The purpose of this policy is to control the abuse of replacing lost or stolen tickets for free.
2. Authority	The Board authorizes each building cafeteria manager to follow the guidelines of this policy.
3. Guidelines	<p>Each cafeteria manager has the responsibility to carry out the following:</p> <ol style="list-style-type: none"> <li>1. Parents/Guardians of students must be advised in writing of the school's policy regarding missing meal tickets and of the students' corresponding responsibility for their tickets. Such notice shall be provided to all households at the time they begin receiving or purchasing meal tickets.</li> <li>2. A minimum of three (3) ticket replacements, or special meal arrangements resulting from three (3) lost or stolen tickets, shall be allowed each student within each school year.</li> <li>3. The school shall maintain a list of students who have reported missing tickets in the current school year and the number of occurrences for each student. Prior to denying a meal to any student without a ticket, the list should always be reviewed to determine if the student has already had at least three (3) ticket replacements or special meal arrangements for lost or stolen tickets that school year.</li> <li>4. At least one (1) advance written warning shall be given to the student and the parent(s)/guardian(s) prior to refusal to allow additional meals or ticket replacements. The written warning shall include an explanation that the student has repeatedly requested replacement tickets and that each subsequent time the student fails to have a ticket, the student will be expected to either bring a lunch or pay full price for lunch.</li> </ol>

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|  | <p>5. Meals shall always be provided to preprimary and young primary students or for any handicapped/disabled students who may be unable to take full responsibility for a meal ticket.</p> |
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SECTION: OPERATIONS

TITLE: LUNCH PAYMENTS

ADOPTED: September 6, 2015

REVISED:

# WELLSBORO AREA SCHOOL DISTRICT

	808.2. LUNCH PAYMENTS
1. Purpose	Pursuant to the National School Lunch Act and the Child Nutrition Act of 1996, the Wellsboro Area School District operates a school meal program for all students who wish to engage in a computerized point-of-sale debit food system for the purchase of meals. The computerized point-of-sale system allows for the charging of a limited number of meals.
2. Authority	The Board authorizes the Food Service Director, principals, Business Manager and Superintendent to carry out the policy and enforce the practices to collect account balances.
3. Delegation of Responsibility Pol. 808  35 P.S. Sec. 655.6 7 CFR Sec. 246.24  SC 504, 1337	Operation and supervision of the food services program shall be the responsibility of the Food Services Director.  The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.  Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent and/or auditor.
4. Guidelines SC 504	Surplus accounts shall be used only for the improvement and maintenance of the food service program.  All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.

<p>42 U.S.C. Sec. 1751-1769h, 1773 7 CFR Sec. 210.1- 210.31, 220.1-220.21</p>	<p>The district shall participate in the Federal School Breakfast Program and Federal School Lunch Program.</p>
<p>SC 504</p>	<p>The main objective of the Wellsboro Area School District is to educate our students and care for their needs, including a healthy lunch. The following information is being provided regarding our student cafeteria accounts.</p>
<p>7 CFR Sec. 245.1-245.13</p>	<p>Food sold by the school may be purchased by students and district employees but only for consumption on school premises.</p>
	<p><u>Free/Reduced-Price Meals</u></p>
	<p>The district shall provide free and reduced-price meals and milk to students in accordance with terms of the National School Lunch and National Breakfast Programs.</p>
	<p>The district shall inform parents/guardians of the eligibility standards for free and reduced-price meals.</p>
	<p>Reasonable efforts shall be made to provide equal treatment for and protect the identity of students receiving free or reduced-price meals.</p>
	<p>A parent/guardian shall have the right to appeal a decision regarding his/her application for free or reduced-price food services to the Business Manager.</p>
	<p><u>Lunch Charges</u></p>
	<p>The district utilizes a computerized point-of-sale system in each of its cafeterias. Each student in the school district is given an individual account with a unique number that remains with a student throughout his/her career at Wellsboro Area School District schools. Students are expected to learn and use this number for all purchases in the cafeteria. Parents/Guardians are responsible for all charges on their child's account.</p>
	<p><i>Deposits –</i></p>
	<p>Payments can be made by:</p>
	<p>1. Online Lunch Payment System, go to the school district web site at <a href="http://www.wellsborosd.org">www.wellsborosd.org</a>.</p>

2. Student Meal Account money can be sent to school. In order to make deposits on an account, the money must be placed in an envelope with the following information:

- a. Student name.
- b. Student PIN number.
- c. Amount of deposit.

All envelopes must be turned in to the cafeteria.

*Charges –*

The student cafeteria account is a debit account. Students deposit money in their account in advance of purchasing meals. All students will be informed when they have a negative balance and parents/guardians will be notified.

1. Students must use their account for all purchases. Purchases of extra milk, a la carte items and snacks will be permitted only if there is a positive cash balance on the account. Students with a zero (0) or a negative balance are only permitted to charge regular meals.
2. Each account has a maximum charge of ten dollars (\$10) to the negative. It is the individual's responsibility to keep track of his/her balance. Students may check their balance each time they make a purchase. If there is a charge of ten dollars (\$10) to the negative, a letter will be mailed to the parents advising them of the negative balance. If there is a charge of twenty-five dollars (\$25) to the negative, a letter and a phone call will be made to the parents advising them of the negative balance. If there is a charge of fifty dollars (\$50) to the negative, civil action will be initiated for said recovery plus court costs, all to be paid by the parents.
3. If an account reaches ten dollars (\$10) in the negative and no payment is received, students in grades 4-12 will be permitted to participate in the regular meal program. Charges will continue to accrue for alternative meals.
4. At this time, a meeting between parent(s)/guardian(s) and Food Service Director will be arranged.
5. Meals shall always be provided to students in elementary grades K-3 and for disabled students who may be unable to take full responsibility for their lunch account.

6. No student will be denied an alternative meal even after the student has exceeded his/her limit on his/her account.
7. Failure to pay any outstanding balance will result in civil action by the school district.

*Refunds –*

1. Refunds from student accounts are permitted only in the event that a student leaves the school district, or the refund is requested by a parent/guardian under special circumstances.
2. Upon withdrawing from the district, students must bring their account to a zero (0) balance; any refund will be paid in full.
3. Graduating seniors will receive a full refund prior to graduation; or may request that balances be transferred to a younger sibling enrolled at Wellsboro schools. Positive balances for underclassmen will be carried over to the following year.

Students receiving reduced-priced meals shall be treated under this policy in the same fashion as those students who receive full price meals.

Nothing in this policy shall require the school district to replace stolen or lost student cash for meal purchases for reduced or full price meals.

The Superintendent, in cooperation with the Food Service Director, is authorized to create regulations for implementation of this policy.

*End-Of-Year Procedures –*

In order to attempt to balance students' accounts for the end of the school year, special procedures will be in effect in May:

1. Starting on the first day of May, the maximum charge limit will be negative five dollars (\$5.00). Students will not be permitted to charge beyond this limit.
2. During the last week of school, students must have a positive cash balance in order to make purchases of any kind. There will be no charges permitted.
3. At this time, accounts with negative balances will be turned over to the principal's office and the money will be added to the student's obligations. Unpaid lunch charges for a student shall result in the school withholding the final report card until the charges are paid in full.

4. Failure to pay any outstanding balance will result in civil action by the school district which said amount shall include balance due and court costs.

References:

School Code – 24 P.S. Sec. 504, 510, 1337

Public Eating Places – 35 P.S. Sec. 655.6

School Lunch and Breakfast Programs – 42 U.S.C. Sec. 1751-1769h, 1773

National Food Service Programs, Title 7, Code of Federal Regulations – 7 CFR  
Sec. 210.1-210.31, 220.1-220.21, 245.1-245.13, 246.24

Board Policy – 808

