

CAFETERIA PURCHASES CHARGING and INSUFFICIENT FUNDS PROCEDURES

The Carlynton School District Cafeteria maintains an automated student account system. This system is a pre-paid program that allows students to deposit their money into their student meal accounts to be used to purchase meals, snacks, and beverages. Please read the following procedures on making deposits, charging to your students' accounts, insufficient funds and alternative meals.

DEPOSITING MONEY INTO STUDENT ACCOUNTS

- Students are asked to pre-deposit money into their accounts to make purchases in the cafeteria. Cash can be accepted at any service station during meal periods but any change will be applied to the student's meal account to be used for future purchases.
- Deposits can be made with personal checks, money orders, and cash placed in an envelope with the child's name, grade and account number listed on the front.
- You may also make deposits and check balances on-line by going to <http://www.myschoolbucks.com> and setting up an account.
- Personal checks and money orders are suggested made payable to: Carlynton School District Cafeteria Fund
- Students in grades K-6 who bring their deposits to school will give their envelopes to their teacher in charge. All other grades will drop their deposits off in a designated area of the cafeteria.
- Once a student's account gets to a negative balance, the cashier will give the student an envelope to be sent home.
- Personal checks are cashed and processed with the bank on the same day of business – post-dated checks will not be accepted. Be sure to have sufficient funds.

INSUFFICIENT FUNDS

- Returned checks due to insufficient funds will be **assessed a fee of \$15.00 by the bank**; charged to your child's account.
- If **checks are returned due to insufficient funds**, a letter from the school district office will be sent to your home requesting re-payment of check value plus the bank fee. Your student will receive an alternate meal decided by the district until payment is made.
- Should a student forget their deposit and does not have enough money on account, **they will be allowed to charge up to \$10.00.**

NEGATIVE BALANCES

- After a **negative balance of \$10.00**, an alternate meal of peanut butter and jelly will be provided until payment is made.
- After a **negative balance of \$20.00** a student will receive an alternate meal of a cheese sandwich
- Alternate meals will include a sandwich, a fruit, a vegetable and a milk, **Students will be charged \$1.00 for the alternate meal.**
- Students who have food allergies will be accommodated.
- If a student's account is at a negative balance –non-meal food items such as snacks or alternate beverages other than milk will not be allowed. They will be removed from their purchase choices.
- Every month letters will be sent home to students who have a negative balance.

LUNCH PRICES AND FREE OR REDUCED LUNCHES

- Full Lunch Prices \$1.75 for a lunch meal for grades K-6, \$1.90 for a lunch meal for grades 7-12, and \$2.45 for premium lunch meal for grades 7-12. Snacks and alternate beverages are priced separately.
- Free meal students will need money on their accounts for snacks and alternate beverages only.
- Reduced price meal students will need the reduced price of \$0.30 for breakfast per day and \$0.40 for lunch per day and money for snacks and alternate beverages.
- To see if you qualify for free or reduced price meals apply on line at www.compass.state.pa.us or use the paper "Household Meal Benefit Application".
- If you have any questions or concerns, please contact the Food Service Department at 412-446-1282.