

ADMINISTRATIVE REGULATION

APPROVED: November 13, 2018

REVISED:

# CENTENNIAL SCHOOL DISTRICT

## 808-AR-0. CAFETERIA OPERATIONS

### **General Operation**

All cafeterias shall operate under the Federal National School Meal Program. All cafeterias may also serve a la carte items.

Cafeteria Managers shall report to the Supervisor of Nutritional Services who will consult with the principal.

The breakfast meal shall be served prior to the beginning of the instructional day. When possible, there should be a three-hour interval between the serving of breakfast and lunch.

### **Determination of Food Prices**

The Business Administrator shall make recommendations annually to the Board for the adoption of student and adult breakfast and lunch prices.

The Board shall approve an annual budget and set the price of all meals at that time.

### **Reports**

The Cafeteria Managers shall submit the following to the Supervisor of Food & Nutrition on a schedule provided by the Business Administrator:

1. Bill list, including supporting invoices for all listed expenses.
2. Cafeteria supplies and food inventory with retail pricing.

Cafeteria Managers shall prepare deposit slips for all daily receipts for transmission to the bank.

### **Participation in Meal Programs**

All students are eligible to participate in the breakfast and lunch program on the basis of regular price, reduced price and free.

Building principals, along with Cafeteria Managers, will forward all completed free and reduced meal applications to the Food and Nutrition Department.

The Pupil Services office shall refer cases to the Food and Nutrition Department when it is

believed that students may be eligible to participate in the free and reduced meal program.

Students may purchase or acquire meals by using their student ID badges or personal ID number or name.

Every student will have a cafeteria account and may deposit into the account whether the student normally pays or receives a free or reduced lunch. The student or parent/guardian are the only parties permitted to withdraw from the account.

Money is deposited into the account using cash, checks, money orders or the online payment system.

Change will not be given for a check or money order deposit. Checks will serve as the only receipt for account deposits.

Students may use the account for meal or a la carte purchases.

### **Charged Meals**

If a student accrues charges, a parent or guardian will receive an email, text alert or phone call.

Once a student has exceeded six dollars (\$6.00) the student's account will be assessed a penalty charge of \$0.25 for each meal exceeding the six dollar (\$6.00) limit.

Student accounts carry over with the student to each grade. Any debts on the account must be paid in full at the end of each year and prior to graduation. Collection of debts will be handled in accordance with Board policy and administrative regulations related to student indebtedness. Any student accounts that exceed District set limits will be turned over for collection to a magistrate or collection agency.

Funds remaining in accounts of graduates or withdrawn students in the amount of \$5.00 or less will be donated to the Centennial School District Lunch Fairy account.

No student will be denied a meal as a disciplinary action.

Parents/Guardians may request student participation reports to verify program activity.

# CENTENNIAL SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 13, 2018

REVISED:

## 808-AR-1. REFUND APPLICATION – WITHDRAWN STUDENT

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

School: \_\_\_\_\_

Please select one of three options below for your refund:

( ) I prefer to donate the balance for the benefit of other students in the school district by means of the Lunch Fairy Account.

( ) Transfer this balance to the lunch account of (student): \_\_\_\_\_

Student ID#: \_\_\_\_\_

School: \_\_\_\_\_

( ) Please send a refund for the account balance.

Make check payable to: \_\_\_\_\_

Mail to: \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you are uncertain about your student's account balance, please contact the Food Service office.

\*Please note, any unclaimed, inactive student accounts \$5.00 and under, will automatically be donated to the Centennial School District Lunch Fairy Account.

We have enjoyed the opportunity to serve your children nutritious meals during their years in our district.

If you have any questions, please feel free to contact me.

Sincerely,

Shannon Stone  
Supervisor of Food and Nutrition  
(215) 441-6000 X 11015  
Email: stonsh@centennialsd.org

# CENTENNIAL SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 13, 2018

REVISED:

## 808-AR-2. REFUND APPLICATION – SENIOR STUDENT

Dear Parent/Guardian of Graduating Senior:

If there are any funds left in your student's (12<sup>th</sup> grade) cafeteria account at the end of the school year, please advise us how you would like the balance to be dispersed:

Please remember to cancel any auto payments you have set up with eFunds before submitting this form.

Student's Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

I prefer to donate the balance for the benefit of other students in the school district by means of the Lunch Fairy Account.

Transfer this balance to the lunch account of (Student Name): \_\_\_\_\_

Student ID#: \_\_\_\_\_

School: \_\_\_\_\_

Please send a refund for the account balance.

Make check payable to: \_\_\_\_\_

Mail to: \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Please note, if we do not receive a response prior to June 30<sup>th</sup>, any remaining funds \$5.00 and under will automatically be donated to the Centennial School District Lunch Fairy Account.

We have enjoyed the opportunity to serve your children nutritious meals during their years in our district.

If you have any questions, please feel free to contact me.

Sincerely,

Shannon Stone  
Supervisor of Food and Nutrition  
Phone: (215) 441-6000 X 11015; Email: stonsh@centennialsd.org

APPROVED: November 13, 2018

## PAYMENT OF SCHOOL MEAL ACCOUNTS

### School Meal Charges and Accounts

To ensure the effective operation of the District's food service program and delivery of school food program meals to students, the District shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
3. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the District to withhold a school food program meal.[\[3\]](#)

### Charged Meals

If a student accrues charges, a parent or guardian will receive an email, text alert or phone call.

Once a student has exceeded six dollars (\$6.00) the student's account will be assessed a penalty charge of \$0.25 for each meal exceeding the six dollar (\$6.00) limit.

Student accounts carry over with the student to each grade. Any debts on the account must be paid in full at the end of each year and prior to graduation. Collection of debts will be handled in accordance with Board policy and administrative regulations related to student indebtedness. Any student accounts that exceed District set limits will be turned over for collection to a magistrate or collection agency.

No student will be denied a meal as a disciplinary action.

Parents/Guardians may request student participation reports to verify program activity.

### Collection of Unpaid Meal Charges

When a student owes money for five (5) or more school food program meals, the District shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The District may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[\[3\]\[20\]\[21\]](#)

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the student, unless the student is an emancipated minor.[3] The District shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[3] In addition, school staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner in addition to communication with the parent/guardian[3]

Money is deposited into the account using cash, checks, money orders or the online payment system.

Change will not be given for a check or money order deposit. Checks will serve as the only receipt for account deposits.

District schools shall be prohibited from:[3]

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

#### How To Apply For Free or Reduced Price Meals:

If you think your child may be eligible for free or reduced price meals, please submit a school meal application. You may do this at any time during the school year. Applications are available in your school office between 9 am and 3 pm Monday through Friday. Applications are also available online: [www.schoolcafe.com](http://www.schoolcafe.com).

You must submit an application each year to be considered for free or reduced price meals. Even if your child received free or reduced price meals last year, you must submit a new application this year.

It is important to us that all eligible children receive free or reduced price school meals. We are happy to help you complete the application. If you have any questions or need assistance, please contact the Food Service Department at 215-441-6000 or email [foodservice@centennialsd.org](mailto:foodservice@centennialsd.org).