

FOOD SERVICES

Food Service and Meal Account Balance Guidelines

- I. Purpose
 - To establish fair and consistent rules regarding meal account charges and expectations of payments for services rendered
 - To establish fair and consistent rules that allow the food service department to collect all monies due to the school district for meal service provided
 - To build positive and clear communication between the district food service, school district staff and the community regarding these guidelines

- II. Payments
 - It is the responsibility of parents/guardians to monitor and keep student meal accounts funded at all times.
 - A free online account can be set up at www.schoolcafe.com to monitor student balances and to request automatic low balance email reminders.
 - If you are unable to pay for meals, please visit www.compass.state.pa.us for information regarding the free and reduced meal program.

- III. Negative Meal Account Balances
 - It is expected that student meal accounts be funded at all times so that a student's meal choice is not limited. Families are encouraged to create a free online account at www.Schoolcafe.com to monitor student meal purchases and set up low balance reminders. Setting up an account will eliminate unnecessary restriction to your student's meal selections. We do understand that occasionally negative balances can occur, therefore the following rules will apply regarding charges to students meal accounts:
 1. Grades K - 6
 - Allowed to charge up to negative \$10.00 for meals only. No second meals, drinks, or ala carte purchases allowed with a negative balance. Parents/Guardians notified with balance reminder letter when student's account reaches a balance equal to the value of two student daily meals. When a student's account reaches negative \$10.00 the student will only be allowed to purchase a Cheese or Peanut Butter and Jelly sandwich meal that will include fruit, vegetable and milk. This meal will be charged to the student's account at the current meal price.
 2. Grades 7 – 8
 - Allowed to charge up to negative \$10.00 for meals only. No second meals, drinks, or ala carte purchases allowed with a negative balance. Students are reminded by cashier when their meal account has a low balance. Parents/Guardians notified with balance reminder letters and/or email when student account reaches a balance equal to the value of two student daily meals. When a student's account reaches negative \$10.00 the student will only be allowed to purchase a Cheese or Peanut Butter and Jelly sandwich meal that will include fruit, vegetable and milk. This meal will be charged to the student's account at the current meal price.
 3. Grades 9 – 12
 - Allowed to charge up to negative \$10.00. Students are reminded by cashier when their meal account has a low balance. Parents/Guardians notified with balance reminder letters and/or email

when student account reaches a balance equal to the value of two student daily meals. When a student's account reaches negative \$10.00 no further purchases of any items are allowed.

IV. Closing a Meal Account

- Closing a Pine-Richland Cafeteria Account form can be obtained from the main office or on-line at the PR Food Service Page. Please complete the form and send to the Sodexo/PR Food Service Office at 700 Warrendale Road, Gibsonia, PA. 15044. You will be notified if you have a refund due or need to make a payment to balance the account.
- Should a student leave the district without using the closing account form, the school district will send a notification letter, regarding the balance of the account. Food service will utilize Primoedge to track balances of inactive meal accounts.

V. End of Year Meal Account Balances

- Grades K – 6

Letters provided weekly and during the last week of school if student's meal account has a negative balance.

- Grades 7 – 12

No charges allowed to student meal accounts during the last four weeks of school. Students reminded by cashier when meal account has a low balance.

- Seniors

All monies owed to the district food service must be paid in full. Seniors will not be allowed to receive their cap and gown until meal account is balanced.

- If a positive balance is left in student's account at end of school year, that balance will remain and carry over into next school year.

*Note: In the event a student takes a hot meal in the serving line and should not have, in accordance with the guideline above, the hot meal will not be removed from the student. The value of the meal will be charged to the student's meal account at the applicable meal price.