

Wyoming Valley West School District CAFETERIA PURCHASE CHARGING and INSUFFICIENT FUNDS POLICY 2016/2017 School Year

The Wyoming Valley West School District Cafeteria is serviced with a student account system. This system is a pre-paid program that allows students to deposit their meal money into their meal accounts to be used to purchase meals, snacks, and beverages. Please read the following policy on making deposits, charging to your students' accounts, and payments returned due to insufficient funds.

- You can add money to your child's account by filling out an envelope and sealing the payment inside. Your child can drop off the envelope to the cashier in the cafeteria or for high school and middle school, drop it into the lockbox in the cafeteria each morning.
- The envelope should be clearly marked with your child's name and account number. If the payment is for more than one child, indicate how the money should be split (for example, Johnny = \$10.00 and Sally=\$15.00).
- We encourage payment be made in the form of a check made out to "Wyoming Valley West Cafeteria Fund".
- Money received on account is automatically deposited in Wyoming Valley West's Cafeteria Fund. The money remains on the student's account and will be drawn down as students purchase meals. A note will be sent home when the students account balance becomes negative. There is a \$20.00 charge limit on all accounts.
- All students have been assigned a Student ID number to access their lunch account. This ID number will be like a PIN for an ATM machine. Students will enter their ID number into a PIN pad prior to the cashier. We will help your child learn his/her ID number.
- The high school operates on a cashless system. Students must have money on their accounts in order to purchase lunch. If they choose not to utilize cash on account, then they can purchase a selection of items from the ala carte line in the back of the cafeteria.
- You can access your student's account via the internet to view purchases and account balance. To check your child's account please visit www.wvwspartans.org and click on "Parent Portal" on the left-hand menu. You will also have the ability to view and print out a copy of your child's meal purchase history report. This history report will show all the dates and times that your child has made purchases in the cafeteria.
- Once a student's account gets to a negative balance, the cashier will give the student an envelope to be sent home in the elementary schools.
- 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.
- Once an account shows a **negative balance of \$20.00**, students will be given an alternate meal chosen by the school district until payment is made. If no attempt is made to settle an account, an invoice will be sent to the home for payment. Alternate meals will only be offered at the high school level for 5 school days after negative balance of \$20.00 is reached. No meals will be offered at the high school level after a \$20.00 negative balance and 5 days of alternate meals.
- If a student's account is at a negative balance -non-meal food items such as snacks or alternate beverages will not be allowed and removed from their purchase choices.

- The negative balance will be satisfied first from any deposits made and the left over will be available on account.
- On May 29, 2017 until the end of the school year, students will be required to have money on account. No negative balances will be allowed. All balances must be paid prior to the end of the school year.
- Full Meal Price will be \$1.00 for a breakfast meal and \$2.25 for a lunch meal for grades K-5 and \$1.00 for a breakfast meal and \$2.50 for a lunch meal for grades 6-12. 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.
- Free and Reduced applications can be filled out anytime during the school year if there is a change in a household's financial situation.

If you have any questions about this policy, please contact the foodservice office at (570) 779-9765.