

# South Spencer County School Corporation

1142 N Orchard Rd  
Rockport, IN 47635  
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**Jane Jagers – Food Service Director**

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## Procedures for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. South Spencer County School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Elementary students can bring their lunch payments in and give it to their teacher or the cafeteria at breakfast. Middle and High school students need to give their payment to the cafeteria during breakfast before school starts.
- Money can be put on a student's lunch account on-line through Harmony.
- Parents can mail payments to the Food Service Director's office at:

South Spencer Food Service  
1142 N Orchard Rd  
Rockport IN 47635  
ATTN: Jane Jagers

- A student may charge up to **\$20.00** as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to **\$20.00** as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge **or purchase "a la carte" item(s)**, including extra main entrees, extra milk and bottled drinks. (Exceptions will be made on Little Caesar's Day)
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities may be contacted.
- Schools will not deny a meal to a student who pays full price and who does not provide the required payment for that meal. If a student who pays reduced or full price has a negative balance, but has enough money in hand for a meal that day, they will not be denied a meal.
- Negative balances of **-\$100.00** or more will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

- The Food Service Director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If the food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent /guardian that if, he/she continues to abuse this policy, the privilege of charging meals will be refused.  
*OR*
  - If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, an alternative meal consisting of a sandwich, fruit and milk will be offered.
- The automated call system will notify parents every Thursday evening of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters each week to parents of students who carry negative balances of \$15.00 or more.
- All accounts must be settled at the end of the school year. Letters will be sent home approximately three weeks before the end of the school year to students who have any negative balances. Negative balances of more than \$100.00 not paid in full prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by mail by food services at the end of the school year. They will be given the option to transfer the funds to another student or to receive a refund. If no response is received within 10 days, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to cafeteria fund.  
***We do not wish to embarrass your child/children, but we must operate a cafeteria and be fiscally responsible for its finances.***

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http:// www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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