

# **Juniata Valley School District Food Service Meal Charge Policies and Procedures**

## **Free and Reduced Price Meal Program**

Juniata Valley School District participates in the federal National School Lunch Program, which offers free or reduced price meals to qualifying families.

Free and reduced price meal applications are available at any time during the school year from the Food Service office, the JVSD website (<http://www.jvhornets.com>), and the Commonwealth of Pennsylvania COMPASS web site (<http://www.compass.state.pa.us>). In addition, applications may be filed online in the district's Skyward Student Access system.

Free and reduced price meal applications may be filed at any time during the school year if your financial situation changes. If you qualify for free or reduced price meals, please take advantage of the opportunity to provide nutritious meals for your child(ren).

## **Account Usage Guidelines**

- 1) Payments may be made at any time during the school year by cash, check or money order. Please use the envelopes provided for this purpose and be sure to write the student's name, homeroom, date and amount paid on the outside of the envelope. Please make checks payable to Juniata Valley Food Service. Post-dated checks will not be held.
- 2) Electronic payments may also be made to JVSD meal accounts through e~Funds for Schools (<https://payments.efundsforschools.com/v3/districts/55716/>). The e~Funds for Schools site may also be accessed from the district's web page ([www.jvhornets.com](http://www.jvhornets.com)) and from the Skyward Student Access system.
- 3) All students must memorize their meal account PIN. This number is unique to each student's account and should not be shared with anyone.
- 4) A student receiving free or reduced price meals must take the required number and type of meal components in order to qualify for this benefit. Students who do not take the required number and type of meal components will be charged a la carte prices, resulting in charges (and possible negative balances) to their accounts.
- 5) If you would like to limit the type or amount of your child's purchases, a written request containing the student's name and your request must be submitted to the food service office.

## Meal Account Balance Guidelines

It is inappropriate for any JVSD Food Service customer (including employees of JVSD and their children or dependents) to overcharge and carry a negative balance in his/her meal account. In an effort to ensure the continued operation of the district's food service program, the following procedures have been established regarding account balances.

- 1) When a meal account balance is less than \$2.50, the cashier will discreetly inform the account holder (if currently enrolled in grades 9 through 12) that additional funds will need to be deposited into the account. Account balances are not to be discussed with students enrolled in grades kindergarten through 8 unless the student directly asks.
- 2) When a meal account balance is \$0.00 or less, the account holder will not be permitted to purchase any items other than a regular breakfast or lunch (reimbursable meal). This prohibition includes all items classified as a la carte purchases.
- 3) When the balance of a meal account assigned to an elementary student falls to -\$5.00, the parent or guardian will be notified by telephone of the negative account balance. A log containing the date, time, and person contacted will be maintained. The parent or guardian will be encouraged to file a free/reduced meal application if they have not already done so.
- 4) When a meal account balance falls to -\$10.00, a letter will be mailed to the parent or guardian of the account holder. The letter will be accompanied by a free/reduced meal application and instructions if the student does not already participate. No student will be denied a meal.
- 5) Significant delinquency in payment may result in a parent/guardian meeting with the food service director, building principal, business manager, and/or superintendent of schools. Continued delinquency may result in action taken through the office of the Magisterial District Judge.
- 6) Meal charges are cumulative from one year to the next throughout each student's enrollment in the district.
- 7) All unpaid meal charges must be paid in full before the student's diploma will be issued upon graduation from Juniata Valley High School.
- 8) If a student's meal account has a positive balance upon graduation or withdrawal from the district, the balance may be transferred to the food service account of a family member upon the receipt of instructions from the parent or guardian.
- 9) If a student's meal account balance is greater than \$5.00 upon separation from the district, the student's parent or guardian will be contacted regarding the disposition of the unused funds. Refunds will be issued only for amounts greater than \$5.00.

If you have any questions regarding our meal services, please do not hesitate to contact the food service office at (814) 669-9150, extension 4530.