

## **Unpaid Meals**

### **Lunch Charging Procedures**

Meal accounts for students should be consistently funded throughout the school year to avoid students needing to charge for a meal. However, the Tipton Community School Corporation (“Corporation”) School Board (“Board”) recognizes that an occasional emergency may necessitate charging for a meal. Families needing assistance to apply for free or reduced lunch should contact the Corporation’s Director of Food Service.

The Board’s policy and Superintendent’s procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board’s policy and Superintendent’s procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. This information can also be found about this procedure on the schools’ website.

The Corporation’s meal charging procedure is as follows:

- Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$30.00;
- If a student has a significant negative lunch account balance, they shall be provided an alternate meal at a reduced price recommended by the Superintendent, the cost of which shall continue to accrue to their negative lunch account balance;
- If a student has a negative lunch account balance, the student shall not be permitted to charge any à la carte food or beverage items; and
- Each week a student with a negative account balance charges for a meal, parents/guardians will be notified via the Corporation’s point of sale software.
- Unpaid meal balances may be turned over to collections after thirty (30) days.
- Families may deposit money into students’ meal accounts using a credit, debit card, via eFunds. Students may also pay with check or cash at the register as they go through the meal line.
- The superintendent may develop administrative guidelines to implement this policy.
- Appeals to this process may be made to the superintendent for exceptional circumstances.

### **Inactive Lunch Accounts**

A lunch account becomes inactive after student withdrawal from school. An inactive lunch account that has a positive balance of less than \$10.00 may be received back into the school lunch

donation fund and/or pay off negative balances. An inactive lunch account that has a nominal positive account balance of 10.00 or more may be offset against the negative balances in the Fund; provided, however, that if the parent requests and can document entitlement to the positive balance in the account within three months from the date the student becomes inactive, the parent is entitled to a refund of that amount.

Tipton Community School Corporation

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