

Schuylkill Haven Area School District Lunch Guidelines

Payments into your student's lunch balance can be made using one of the following methods:

1. Send a payment into school with your student in an envelope marked with your student's name and homeroom teacher. Payments can be made by cash, check or money order. Checks should be made payable to: **Schuylkill Haven Area Lunch Fund** (it is the district's policy to charge a \$15.00 fee for any returned checks).
2. Make an electronic payment using www.schoolcafe.com. There is a small fee charged each time you make an electronic payment, but viewing the account and setting up email notification alerts are free. Parents are strongly encouraged to set up the notification alerts at \$5.00. You must create a parent account prior to adding funds to your student account. If you need assistance, please contact the District Office at (570) 385-6705 x201.

Families may apply for free or reduced meals at any time throughout the school year, should your financial situation change. Applications are available in each school office or on www.schoolcafe.com. Approved applications are NOT retroactive and the free or reduced status begins on the approval date.

If your child does not have money to pay for his/her breakfast or lunch, the food service personnel will follow the guidelines listed below:

- All students requesting a meal will be provided with one regardless of the balance in the student's account.
- Students with an account balance of zero or a negative balance will not be permitted to purchase ala carte items.
- If a student's account becomes negative, an automatic daily balance notification call will be sent to the parent/guardian's phone number registered with the district.
- Negative Balance Letters will be sent out to each household on a weekly basis by the Food Service Director.
- Once an account reaches a balance due of \$40.00 a letter from the Business Office will be sent home requesting immediate payment to avoid collection proceedings. Access to the district's student information system may be denied until the debt is satisfied.
- If an account reaches a balance due of \$100.00, the account will be turned over to the district's appointed collection agency. This could result in additional costs to you.
- All debts must be paid off by the end of the school year.