

Schuylkill Haven Area School District Lunch Guidelines

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

1. Send a payment into school with your student. 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.MySchoolAccount.com. There is a small fee charged each time you make an electronic payment, but viewing the account is free. 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. Please note that the accounts are updated nightly, so payments will not appear in the account until the following day.

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. 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:

- Students with an account balance of zero or a negative balance will not be permitted to purchase ala carte items.
- Students will be allowed to charge up to \$7.50, before the student receives the most basic USDA approved lunch consisting of a cheese sandwich, fruit, cold vegetable and milk. The cost of the lunch will continue to be charged to the student's account balance. This action will stay in effect until the student's account is brought current. If your student has any medical concerns or food allergies, this must be discussed with the Cafeteria Manager, who will determine the appropriate action.
- Once an account reaches a balance due of \$20.00 a letter from the Business Office will be sent home requesting immediate payment to avoid collection proceedings.
- If an account reaches a balance due of \$40.00, the account will be turned over to the district's attorney for collection. This could result in additional costs to you for court filing fees and other charges.