



Cranberry Area School District

Three Education Drive • Seneca, PA 16346

Telephone: 814-676-5628

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www.cranberrysd.org

William C. Vonada II
District Superintendent

Jodie Chittester
Director of Special Services

Henry J. Karg
Business Manager/Board Secretary

UNPAID MEAL POLICY

Cranberry Area School District recognizes the importance of providing students with a school food service program that not only meets the nutritional standards required by the United States Department of Agriculture, but also maintains the financial integrity of the food service program. It is our intent that all students have equal access to the National School Breakfast Program and the National School Lunch Program, both of which are offered to K-12 students in the district on a daily basis.

The National School Breakfast Program and the National School Lunch Program are federally funded programs with a high degree of financial accountability at the federal, state, and school district levels. In recent years, delinquent student meal accounts have placed an unwanted financial burden on local school districts, which then must absorb the unpaid debt left on student accounts at the end of each school year. Recognizing the importance of the Local Food Service Authority to have a policy in place to address unpaid meal debt, Congress has mandated the USDA to require each district operating under the NSBP and NSLP to have an Unpaid Meal Policy in place by July 1, 2017.

Cranberry Area School District uses a computerized meal accountability system known as a Point of Sale (POS) system. CASD contracts with "Pay Schools" Administration on a yearly basis for this service. Free and Reduced meal applications are administered at the district level by PrimeroEdge systems, which is the system recommended by the state of Pennsylvania and provided at no cost to school districts. Breakfast and lunch prices for each school year are approved by the school board in spring of the prior school year. Meal prices are communicated to students and parents through the use of the school website and printed media. Families who may qualify for free or reduced meals are encouraged to apply for this benefit at the beginning of each school year. A link to the online application can be found on the district website on the main page and in the food services section. The online application is the preferred method because of the rapid response time to implement a meal status change.

For students with reduced price or denied (full pay) status, it is expected that lunch accounts do not fall into arrears. A delinquent account is described as one that has a balance below \$0.00. If this occurs, students may continue to purchase a regular reimbursable meal on credit through the POS system up to a \$25 limit.

MISSION STATEMENT

Cranberry Area School District's purpose, in partnership with our community, is to engage, educate, and inspire our students to pursue their greatest potential.

"AN EQUAL RIGHTS AND OPPORTUNITY SCHOOL DISTRICT"



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Students and parents can access their lunch account balance through the link on the district website or by calling the Food Service Director. Funds can be deposited electronically into a student's lunch account using the online payforit.net website. Cash or check deposits are accepted during meals service periods, and may be given to the cashier on duty. Students whose accounts are delinquent will receive a weekly automated phone call, a personal telephone call, or a mailed letter from the building principal or district business manager. Notice of a delinquent account is clearly communicated to the household in at least one, often many, of these ways.

The District believes that it is the parent/guardian's responsibility to manage the finances of their student(s) lunch account and, for that reason; it is our intent not to identify students publically or provide alternate meals for students with a delinquent lunch account. In extreme circumstances, when all other means of communication with the parent/guardian have been disregarded by the household, the food service manager will notify the building principal or district Superintendent will be notified if this occurs, who may direct the food service director to apply payment through an alternate charitable funding source.

All meal accounts must be paid in full one week prior to the last day of school. Students are notified beginning the first week in May that all purchases the last week of school must be made by cash or on a positive account balance, with no exceptions. This information is also communicated through an electronic telephone message to all households no later than May 15th of each year.

This policy will be reviewed annually by district administration to ensure that both the nutritional needs of the students and the fiscal requirements of the district are continually being met.

Questions may be directed to Kim Daugherty, Food Service Director, at (814) 676-8504 x 2412.

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