



Foodservice Charge Policy

The Food Service Department at Preble Shawnee Local Schools understands there will be times a student may forget or lose their money during the school day. We do allow students to charge a lunch if needed, but only to a limited amount. Unpaid charges place a financial strain on the Food Service Department, so we ask that any charges repaid promptly. The following guidelines were developed to help parents understand the policy and their financial obligations. Charging 1. Students without funds to pay for a reduced-price or full price meal are allowed to charge Lunch up to a -\$30.00 balance. 2. When a student has reached the charge limit, an alternate meal will be provided. An alternate meal will include a sandwich, fruit, and milk. 3. Students reaching the charge limit will not be able to purchase A La Carte or extra items. 4. The balance of any money given to the cashier or deposited into the online account will be used for any outstanding charges after that day's meal is purchased for the student. Notifying the household of low or negative balance 1. The student's household will be notified when a student's cafeteria account falls below -\$10.00 by letters home via student, phone call, and/or US Mail. 2. Notifications to households will include the amount of unpaid meal charges, expected payment dates, and where to go for questions or assistance. 3. If a balance remains outstanding at the end of the year, the District will carry over the outstanding balances paid upon graduation or if the student leaves the district. Assistance to households Parents are encouraged to pre-pay for lunch through the www.payschoolscentral.com. The site can also be found on the school's website; parents may also download the free mobile phone app for additional convenience. If you are unable to pay for school meals due to your economic situation, please contact Rhonda Rivers, District Cafeteria Manager at the number below. Assistance may be available and eligible recipients could receive the regular school breakfast and lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program. For assistance and/or questions, please contact the Preble Shawnee Local Schools

Cafeteria at: 937-787-3541 ext. 2020.