



PENN MANOR SCHOOL DISTRICT

P.O. Box 1001 • Millersville, PA 17551-0301

Phone (717) 872-9500 • Fax (717) 872-9505

www.pennmanor.net

An Equal Opportunity Employer

A Better Community...One Student at a Time

RE: Food Service Charge Procedure

Dear Parents/Guardian,

Regardless of a student's food service account balance, all students will receive a full reimbursable breakfast and/or lunch meal. This meal does not include any ala carte items, such as chips, cookies, etc. Students in grades 7-12 with a balance greater than -\$50.00 will be required to take a meal from the main line *only*.

Food service accounts for students *WILL NOT* be discussed with a student by any member of the staff unless a student requests information about their account. At which time, the staff member may give the requested information to that student.

Parents/Guardians are responsible to pay all negative meal balances.

Students will not be allowed to charge any ala carte items while their account shows a negative balance. A student with a negative balance may bring cash to purchase milk *only*. Paying on a student's account could take up to 24 hours to process and may not immediately be reflected on their account.

Letters are sent out weekly via email and/or letter carrier to families with a negative balance. Parents/Guardians of students that have charged five (5) or more meals will receive this notification. Students grade K thru 8 are not allowed to receive this letter to take home, it will be emailed or mailed. Students' grade 9 thru 12 may be given a copy of this letter along with one being sent to parent/guardian via email or letter carrier.

Cafeteria Managers are responsible for reporting unpaid balances of over five (5) meals to the building principal. The building principal will then communicate the concerns of this delinquency to the appropriate person.

The District will be cooperative in setting up a mutually agreed upon payment plan with the parent/guardian of a student with a negative balance. The District has designated Deanna Witmer, who can be reached at 717-872-9520 ext. 1830, as the contact person.

Funds will be collected in a timely manner. If funds are not collected within the timeframe distinguished between a collaborative effort of the Food Service Central Office, Business Office, and Parent/Guardian; a fee or penalty may be assigned to the delinquent student's account.