

# **New Food Service Collection Guidelines**

The Board of School Directors directed the administration in January 2010 to develop guidelines as many students continued to charge lunch purchases without repaying their previous financial obligations.

If your child has an outstanding balance, you must do one of the following:

1. Send a personal check or money order made payable to BASD Dining Services with your child to give to the cashier in the cafeteria, or send it to Dining Services, Northeast Middle School, 1170 Fernwood Street, Bethlehem, PA 18018.
2. Create a personalized lunch account through Mealpayplus at [www.mealpayplus.com](http://www.mealpayplus.com) and use your credit card to apply sufficient funds to your child's food service lunch account.

You may also contact Dining Services at 610.861.8135 if you would like to discuss a payment plan, or would like to submit for a free and reduced lunch application. Families may apply for free and reduced student lunches at any time should your financial situation change.

The following guidelines took affect on February 1, 2010. If your child does not have money to pay for his/her food, or has not paid his/her outstanding balance and/or discussed another option with Dining Services, the food service personnel will follow the administrative guidelines listed below:

Elementary School Students – The student will be allowed to charge up to three (3) meals which will be applied to their account. After being offered three (3) meals, if the student still does not have money to pay for lunch or has an outstanding balance, the student will receive a sandwich and milk, the cost of which will also be charged to their account balance due.

Middle School Students – The student will not be allowed to purchase food.

High School Students – The student will not be allowed to purchase food.

The sandwich choice will either be peanut butter and jelly or a cheese sandwich to accommodate for those students who have a peanut allergy.

Any outstanding student balances of \$50 or more will be forwarded to a collection agency.

If your child has any medical concerns that may require him/her to have food, this must be discussed with the building principal who will determine the appropriate action.