

Leetonia Exempted Village School District

Charge /Recovery Policy

Lunch Payment Policy

A computerized accounting system is used at Leetonia Exempted Village School District. Each student has a PIN assigned to them.

Payment is accepted through the cafeteria, office or mail to: Leetonia School District 450 Walnut Street Leetonia, Ohio 44431 If sending payments to school, please send payments with the oldest child. You may put any sum of money on your child's account and it will remain on the account until he/she eats in the cafeteria. Money can be deposited into an account for meals, lunch or breakfast. Money can be deposited by cash or check. Money can also be deposited to a student's account through Pay For It, an online system that can be accessed through the school's website. A credit card is required to sign up for the site, but you are not required to process a transaction through the site. There is no fee for setting up an account, checking your child's activity, or checking account balances. When transactions are processed through the site, a percentage based Internet Convenience Fee (ICF) or a flat Transaction Fee (or both) may be assessed to each transaction. A parent or guardian can request to receive a patron activity report to track your child's purchases from the cafeteria.

When your child goes through the breakfast/lunch/ala carte line, the appropriate cost will be deducted from your account. Any students (free, reduced, or paid) will be charged appropriately for the 1st meal, but must have money on their account, or cash in hand for any additional meal or ala carte items.

Policy on Charging Lunches

An unpaid food service debt that is sixty or more days past due will be taken to the Treasurer's Office for possible action. Any charges associated with a small claims court filing or fees charged by a collection agency shall be added to the unpaid debt due the district. The district will delay such action when a parent(s)/guardian(s) agrees to eliminate the debt by making timely payments in accordance with an alternative payment plan authorized by the food service department. If other extenuating circumstances apply, each situation will be handled individually.

Elementary Students:

Charges are designed to cover a situation in which a parent or student forgets to provide or bring monies for breakfast or lunch. **A \$20.00 limit has been put in place for charges to cover the time for payment to be processed.** It is the procedure of the cashier to verbally remind the students that their account is low to try and avoid meal charges. Every Friday negative and positive accounts will receive an automated phone message with your child's balance. Whether a positive or a negative balance, all students will be offered the same meals. After the account reaches a -\$20.00 balance, the student will no longer be allowed to charge to their account, and the parent or guardian will be contacted by a phone call.

If after one week the parent(s)/guardian(s) fail to provide the student with a bag lunch or lunch money, school district personnel may be asked to intercede on behalf of the student(s). If the parent(s)/guardian(s) continue to fail to provide the student with a bag lunch or lunch money after school district personnel have interceded on behalf of the student(s), the district will file a report with the Columbiana County Health and Human Services department or other appropriate agency.

Middle School Students:

Charges are designed to cover a situation in which a parent or student forgets to provide or bring monies for breakfast or lunch. **A \$20.00 limit has been put in place for charges to cover the time for payment to be processed.** It is the procedure of the cashier to verbally remind the students that their account is low to try and avoid meal charges. Every Friday negative and positive accounts will receive an automated phone message with your child's balance. Whether a positive or a negative balance, all students will be offered the same meals. After the account reaches a -\$20.00 balance, the student will no longer be allowed to charge to their account, and the parent or guardian will be contacted by a phone call.

If after one week the parent(s)/guardian(s) fail to provide the student with a bag lunch or lunch money, school district personnel may be asked to intercede on behalf of the student(s). If the parent(s)/guardian(s) continue to fail to provide the student with a bag lunch or lunch money after school district personnel have interceded on behalf of the student(s), the district will file a report with the Columbiana County Health and Human Services department or other appropriate agency.

High School Students:

Every Friday negative and positive accounts will receive an automated phone message with your child's balance. Once the account reaches a -\$5.00 balance, a letter will be sent.

Whether a positive or a negative balance, all students will all be offered the same meals. After the account reaches a -\$10.00 balance, the student will no longer be allowed to charge to their account, and the parent or guardian will be contacted by a phone call. Only meals can be charged to the account, no a la carte items.

If after one week the parent(s)/guardian(s) fail to provide the student with a bag lunch or lunch money, school district personnel may be asked to intercede on behalf of the student(s). If the parent(s)/guardian(s) continue to fail to provide the student with a bag lunch or lunch money after school district personnel have interceded on behalf of the student(s), the district will file a report with the Columbiana County Health and Human Services department or other appropriate agency.