

North Adams Community Schools

Food Services

Refunds:

1. Positive student lunch account balances will be carried forward from year to year regardless of the NACS school they attend the next school year.
2. No cash refunds are available at any of the school cafeterias.
3. Due to the high cost to process and mail checks, refunds are not available for balances on student meal accounts that are less than \$10.00 so students are encouraged to spend down their accounts to a zero balance..
4. When a student withdraws or graduates from the School Corporation, the school will issue a refund of any positive balance of \$10.00 or more upon request up to one year after a student leaves. Upon request a claim for refund is submitted to Accounts Payable with a copy of students transaction history.
5. Any student that withdraws during the school year with a negative balance will not be reconciled until the end of the current school year in case student is re-enrolled.
6. Any money left in a graduating seniors account will be transferred from the seniors account into the sibling(s) account.
7. Up to one year any money not refunded from students that have either left or graduated will be transferred to our Student in Need Meal Fund. This account is used to fund future student accounts in need of meal money and monitored by the district office of Food Services. A senior listing is printed from the Meals Plus Student Data Base Software at the end of the school year to confirm that all accounts read zero before a rollup is performed through software management to remove all student names from the following years student listing.
8. If an account has a negative balance upon withdraw or graduation the Food Service Program will make one attempt to collect the negative balance from the parent/guardian in writing. If the negative balance is not paid after one notice is sent, the account is deducted from the oldest Student in Need Meal Fund account thus reducing the balance of that account. Upon deleting any negative accounts for a student account a copy of the student account history of transactions will be printed and recorded before any changes are made. A printed report will be made for the oldest dead account under student transaction history. The negative amount will be omitted by the Food Service Assistant and verified by the Director through the Meals Plus Student Data Base Software under utilities in Point of sales by selecting student by last name and make the required adjustment. Any amount used to correct a student negative account will be deducted from the account balance of the oldest Student in Need Meal Fund account. After adjustments are made to each account a print of transaction history will be made for each account.

“This institution is an equal opportunity provider”

5/10/2016