

PENNS MANOR AREA SCHOOL DISTRICT FOOD SERVICE DEPARTMENT  
CHARGE PROCEDURES

1. When a student has a balance of less than positive \$5.00 in their account, the cashier will remind them that they need to deposit money into their account.
2. When a student reaches a balance of \$0.00 in their account, they will not be permitted to purchase any additional items other than a regular breakfast or regular lunch meal. This includes all a la carte snack/beverage items and individual purchases in the regular line.
3. When a student reaches a balance of (negative) -\$5.00, the parent or guardian will be sent a letter or an email on the status of the student's account balance. Letters will be sent home with students.
4. At the close of each marking period, report card and Sapphire community portal access will be held until any negative balance has been satisfied.
5. Serious delinquency in payment may result in a meeting with the Food Service Director and Building Principal, and also possible action through the Magistrate's office.
6. If you qualify for free or reduced lunches, please take advantage of the opportunity to provide a nutritious meal for your child. Every household must complete a free and reduced lunch application each year.

Here are some reminders to help our system run smoothly:

- > Parents are encouraged to sign up for Lunch Account View through the school website.
- > All students must learn their PIN number, which is the same as their student ID number. They should never give this number to anyone.
- > Payment can be made at any time by check, money order or cash. Please use envelopes and be sure to have the student's name, homeroom, the date and amount written on the outside. Make checks payable to Penns Manor Cafeteria Fund. Checks will not be 'held'.
- > Free and Reduced applications can be obtained anytime at the Elementary, High School or District Offices. They are also on the school website. They can be resubmitted any time of the school year if your financial status should happen to change.
- > If you have any questions, please don't hesitate to call the Food Service Office at

(724) 254-2666, ext. 2731