



HOPEWELL AREA SCHOOL DISTRICT

ADMINISTRATIVE OFFICES

2354 BRODHEAD ROAD
ALIQUIPPA, PENNSYLVANIA 15001-4206

724-375-6691 Central Office

MICHELLE M. MILLER, Ed.D.
SUPERINTENDENT

JENNIFER CONRAD
BUSINESS MANAGER

CAFETERIA PURCHASES CHARGING and INSUFFICIENT FUNDS POLICY

The Hopewell Area School District Cafeteria is serviced with a student account system. This system is a pre-paid program that allows students to deposit their meal money into their meal accounts to be used to purchase meals, snacks, and beverages. Please read the following policy on making deposits, charging to your students' accounts, and payments returned due to insufficient funds.

- Students are asked to pre-deposit money into their accounts to make purchases in the cafeteria. Cash can be accepted at any service station during meal periods.
- Deposits can be made with personal checks, money orders, and cash.
- Personal checks and money orders should be payable to: Hopewell Area School District Cafeteria.
- Once a student's account gets to a **negative balance of \$5.00** or more, a sealed letter will be sent home addressed to the parents either through the mail or with the student.
- Personal checks are cashed and processed with the bank on the same day of business – post-dated checks will not be accepted. Be sure to have sufficient funds.
- Returned checks due to insufficient funds will be assessed all applicable bank fees charged to your student's account.
- If **checks are returned due to insufficient funds**, a letter from the school district office will be sent to your home requesting re-payment of check value plus the fee.
- Should a student forget their deposit and does not have enough money on account, the meal will be charged against the student's account.
- If a student's account is at a negative balance –non-meal food items such as snacks or alternate beverages other than milk will not be allowed and removed from their purchase choices.
- The negative balance will be satisfied first from any deposits made and the left over will be available on account.

- Students who qualify for free meals will need money on their accounts for snacks and alternate beverages only.
- Students who qualify for reduced meals will need the reduced price of \$0.30 for breakfast per day and \$0.40 for lunch per day and money for snacks and alternate beverages.
- To see if you qualify for free or reduced price meals apply on line at www.Compass.state.pa.us or use the paper “Household Meal Benefit Application.”
- The District reserves the right to utilize a collection agency if deemed necessary.
- If you have any questions or concerns, please contact the cafeteria office at **724-375-6863**.