

Unpaid Meal Charges

St. Mary's School

April 25, 2017

Overview: Federal regulations require all schools who participate in the Federal School Meal Program have an Unpaid Meal Charge policy in place. This policy is effective beginning with the 2017-2018 school years. This policy is directed to parents and guardians regarding the timely payment of breakfast and school lunches for your student(s). Federal dollars received by St. Mary's from the Federal school meal program cannot be used to pay for delinquent meals. This policy is in effect for all students in accordance with Federal Civil Rights Law.

All school breakfast and lunch meals must be paid prior to meal service if your student(s) falls under the reduced or paid status for meals. A charge account may be established to a maximum of \$15.00 for reduced and \$55.00 for paid if approved by the School Lunch Manager. Please be advised that upon seeking approval for a charge account a plan of action must be submitted by the parent or guardian on their intentions of paying the charge. A plan could be the parent or guardian gets paid on the 15th of the month and will pay their student's lunch bill on that day or the next school day following getting paid.

All families will have the opportunity to complete an application for free or reduced meals prior to the start of school. A new application can be completed at any time there is a change in income or family size throughout the year. Once an application is received it is good for the remaining year regardless of any changes that may occur. Student(s) transferring to different schools may accept the other school's eligibility.

Low balance and negative balance letters will be sent home weekly in the student(s) Friday Folder. Prompt payments or a payment plan with the School Lunch Manager will need to be set up within seven (7) days of receiving a negative balance letter going home. All means of collecting payments will ensue after the 7-day grace period. Collection methods may include but are not limited to reminder phone calls, emails, additional letters, etc.

A charitable fund has been established to assist in covering school meals for those in extreme need.

8th grade students who are a paid account and have monies left over in their school lunch account at the end of the school year may or may not donate their monies to the charitable fund. There is no obligation to do so. 8th grade students who are a reduced account and have monies left over in their school lunch account at the end of the school year will have those monies refunded to the parent or guardian of the student.