

Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Good Shepherd Catholic School will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Students or parents may send lunch money to the cafeteria office by turning in payment at the main office or students may turn lunch money in to their homeroom teacher.
- A student may charge up to \$10.00 maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$ 10.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees, extra side items, drinks, or purchases from the smart snack stand.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- The automated email system will notify parents every 7 days of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters each week to parents of students who carry negative balances of \$20 and above.
- All accounts must be settled on the last day of school . Emails will be sent home approximately 1 week before the end of the school year to students who have any negative balances. Negative balances of more than \$20.00 not paid in full 5 days following the email notice will force the Corporation to take action to collect unpaid

funds by means of church officials, collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

- Students who graduate or withdraw from the corporation and have \$5 or more left in their lunch/meal food service account will be notified by mail by food services at the *end of the school year* and given the option to transfer the funds to another student or to receive a refund. If no response is received within 5 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Good Shepherd Cafeteria fund.