

Procedure for Student Lunch/Meal Accounts
ST MICHAEL CATHOLIC SCHOOL

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

- All cafeteria purchases are to be prepaid before meal service begins. All lunch payments must go through the front office. Payment by check is preferred. Please include student name on check.
- A student may charge up to 5 meals maximum (one charge per meal) 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 \$18.50 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has a lunch balance of -\$14.25 (one week of lunch charges) may NOT purchase "a la carte" item(s), including extra main entrees/sides, milk, or middle school a la carte items.
- St Michael is not required by the USDA to provide a lunch to students with a negative account balance. However, St Michael will provide a regular tray to a student who does reach the -\$14.25 balance. No student will be denied a lunch, but the student may not have extra entrees/sides, milk, or middle school a la carte items.
- 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.
- The cafeteria manager and school principal will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- The cafeteria manager will send account balance notices by email every week.
- All accounts must be settled at the end of every quarter. Letters will be sent home approximately 5 days before the end of the quarter to students who have any negative balances. Negative balances of more than \$60 not paid in full 5 days prior to the end of the quarter will force St Michael to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by St Michael.
- Students who graduate or withdraw from St Michael and have \$20 or more left in their lunch/meal food service account will be notified by mail by food services within one

month and given the option to transfer the funds to another student or to receive a refund. **If no response is received within 30 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 general fund.