



Saint Joseph School

*Pre-School – Grade Twelve
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St. Joseph School Unpaid Meal Charge Policy

I. Purpose

The goal of St. Joseph School is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures at St. Joseph School. The provisions of this policy pertains to regular priced and reduced priced school breakfast and lunch meals. While the USDA Child Nutrition Program does not require that a student who pays for regular/reduced priced meals be served a meal without payment, St. Joseph School provides this policy as a courtesy to those students in the event that their meal account is in a negative standing.

II. Policy

The St. Joseph School meal program is a prepaid program where funds for the purchase of school meals needs to be deposited in advance at the school's Business Office. Parents/Guardians are responsible for making payments to their family meal account. Payments will be accepted in the forms of cash, check payable to St. Joseph School, credit/debit card, or set to be charged to the family FACTS (prearranged with the Business Office Manager). St. Joseph School utilizes a computerized point of sale logging system that maintains records of all monies deposited and spent for each student and said records are available for viewing through their family Sycamore Meal Program financial setting or by speaking with the meal program manager. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day.

Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year via email and/or hard copy notices.

Regular Priced Meals for Preschool, Elementary, and Jr./Sr. High School Students –After the family account has reached a negative balance and repeated deficit notices have been issued, it will be at the Business Office Manager's discretion to initiate a collection process, charging the debt to the family's FACTS account. A penalty fee may apply.

Free Meal Benefit - Free status students will be allowed to receive a free breakfast and lunch each day. Second meal purchases must be prepaid. Second meal charges are full priced and must be funded through their family account. Second meals may be denied if account is not funded.

Reduced Meal Benefit - Reduced status students will be allowed to receive one breakfast for \$.30 and lunch for \$.40 each day. After the family account has reached a negative balance and repeated deficit notices have been issued, it will be at the Business Office Manager's discretion to initiate a collection process, charging the debt to the family's FACTS account. A penalty fee may apply.

This institution is an equal opportunity provider.