

St. Catherine Labouré School Meal Charge Policy

St. Catherine Labouré School recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn. It is also imperative to protect the financial stability of the school nutrition program. To be fair and equitable and in order to ensure compliance of all who participate in the school meal program, the policy establishes procedures for methods of payment, charge availability, and collection methods.

ADMINISTRATION OF POLICY

St. Catherine Labouré is responsible for ensuring that the cafeteria accounts are properly managed and accurately reported. St. Catherine Labouré will closely monitor student school meal accounts with the goal of eliminating negative balances and delinquent accounts.

Parent(s)/guardian(s) will strongly be encouraged to register for an account on the school meal online payment center, mySchoolBucks.com, which gives access to parents/guardians to:

- View student transaction history
- Request e-mail alerts to low balances
- Make payments to a student's account (fee will apply)
- Schedule payments to add funds to a student's account (fee will apply)

STUDENT ACCOUNTS

Any student whose school meal account has a zero or negative balance will be allowed to charge a reimbursable meal. To qualify as a reimbursable meal, the meal must include a fruit and/or vegetable component. A meal consists of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable, and milk). Charging a reimbursable meal will result in a negative balance on the student's account until funds are added to the student's account.

For Students with Free School Meals Status

- The Federal School Lunch Program allows an eligible student to receive one free school lunch every day.
- Students are required to take a reimbursable meal.
- Items sold on an a la carte basis are not part of the USDA program and must be pre-paid on their account. A la carte items cannot be charged.

For Students with Reduced Price School Meals Status

- The Federal School Lunch Program allows an eligible student to receive one reimbursable school lunch at the reduced price of \$0.40.
- Students are required to take a reimbursable meal.
- Items sold on an a la carte basis are not part of the USDA program and must be pre-paid on their account. A la carte items cannot be charged.

For Students with Paid School Meals Status

- Prices for school meals are set by St. Catherine Labouré School within parameters of Federal and State regulations.

Remaining Balances

Any positive balance may:

- Remain on account to be used in the following school year, or
- Be transferred to a sibling's account

MANAGEMENT SCOPE OF RESPONSIBILITY

The Food Service Director is responsible for maintaining records of charges and for notifying the student's parent(s)/guardian(s) of low and/or negative account balances.

On a weekly basis, the Food Service Director will prepare negative balance letters for all accounts with a charge balance greater than \$10.00.

When the charge amount exceeds the amount set above, the Food Service Director:

- Will prepare a letter or email to be sent to the parent(s)/guardian(s) requesting immediate payment.
- Will, if applicable, assist the family in applying for free or reduced price school meals.

Your prompt payment is appreciated. Thank you.