

MEAL CHARGES

In accordance with state and federal law, Sacred Heart School adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

All meal purchases for students and staff members are to be prepaid into an account before meal service begins. Payments are made through the school office.

Negative Account Balances

The school will make reasonable efforts to notify families and employees when meal account balances are low. Additionally, the school will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges.

PowerSchool notifies families when the balance on accounts dips below \$5.00. When an account reaches \$0, an email from the office will be sent to the family reminding them of the policy. When an account reaches -\$10.00, a phone call from the office will be made reminding families that when the account reaches -\$25.00, a student shall not be allowed to charge further meals until the negative account balance is paid.

Those who qualify for free meals will not be allowed to purchase extra milk if their account is below \$0.

Negative balances of more than \$25, not paid prior to the end of the school year, will be turned over to the principal for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer, and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information were communicated to households and staff will be retained.

~Approved by Sacred Heart Board of Education on May 24, 2017