



Lunch Charge Policy

I. Purpose

The goal of Holy Spirit Catholic School lunch program is to provide students with healthy meals each day. However, unpaid charges place a financial burden on our Food Service Department. 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 for Holy Spirit Catholic School. The provisions of this policy pertain to regular and reduced priced lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular or reduced priced meals be a served meal without payment, Holy Spirit Catholic School provides this as a courtesy to those students who may have forgotten their lunch.

II. Policy

Full paying students- Pre-K through 8th grade

Negative balance policy: When the balance reaches \$0.00 a student may charge no more than **\$10.00** to this account. When the account is in arrears by **\$10.00** or more the parent/guardian does not make a payment into the lunch account, they will be notified by Holy Spirit Catholic School accounting department to: Make payment arrangements or reimbursable meal suggestions will be given for free or reduced lunch assistance.

Reduced meal benefit students- Pre-K through 8th grade

Negative balance policy: When the balance reaches \$0.00 a student may charge no more than **\$5.00** to this account. When the account is in arrears by **\$5.00** or more the parent/guardian does not make a payment into the lunch account, they will be notified by Holy Spirit School accounting department to : Make payment arrangements or re-evaluate the reimbursable meal suggestions for free lunch assistance.

Free meal benefit students- Pre-K through 8th grade

Free status students will be allowed to receive a free lunch each day.

Parents/guardians- are responsible for meal payments to the food service program. Notices of low or deficit balances will be sent to parents/guardians monthly, during the school year.

If the student is consistently in arrears, the accounting department will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced lunches for their child/children.