

Procedure for Student Lunch/Meal Accounts

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

- All cafeteria purchases are to be prepaid before 9am by filling out a lunch form and sending it in an envelope to the school kitchen. Lunch forms come home in the family folder, can be found on the school website, picked up in the kitchen office, or written on piece of paper.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal and social worker as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools will provide an alternative meal of peanut butter and jelly with fruit, vegetable and milk, unless there are leftovers to a student who has not preordered lunch.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused.
- The school kitchen will send home letters each week to parents of students who carry negative balances.
- All accounts must be settled at the end of 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 \$10 not paid in full 5 days prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$10 or more left in their lunch/meal food service account will be notified by mail by food services and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than \$10 will not receive a direct notification by mail, but the household can contact Madelon Martinez at kitchen@preciousblood.org 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 unpaid lunch fund.