

Procedure for Student Lunch/M meal Accounts for Good Shepherd Catholic School

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

- All cafeteria purchases are to be prepaid before meal service begins. Families may make deposits into the child's lunch account by online payment using Titan, by sending check, or by sending cash to the main office, homeroom teacher, or Café Manager on any school day.
- A student may charge up to \$10.00 maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charges in excess of \$10.00 may not charge or purchase "a la carte" item(s), including extra main entrees or make purchases from the smart snack selections.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- 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 privilege of charging ala carte items will be refused.
- The automated email system will notify parents every week of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters each week to parents of students who carry negative balances of \$20.00 and above.
- All accounts must be settled on or before the last day of school. Letters will be sent home approximately 1 week before the end of the school year to students who have any negative balances. Negative balances of more than \$5.00 not paid in full 5 days following the email notice will force the Corporation to take action to collect unpaid funds by means of church officials, 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 \$5 or more left in their lunch/meal food service account will be notified by email before July 1, following the end of the current school year 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 \$5.00 will not receive a direct notification, but the household can contact **Mary Barris at mbarris@evdio.org** to receive a refund. If no response is received within 5 business days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Good Shepherd Cafeteria fund.