

Procedures for Student 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 in advance when meals are order. Cash or check made out to Precious Blood Kitchen should be sent to the school kitchen.
- 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.
- All students will be provided a lunch that meets all the requirements. The best effort will be made to provide those that forget to pack with the day's lunch. When no extras are available, an alternative lunch will be provided that meets all the meal requirements. Alternative lunches cost the same as regular lunches.
- 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 principal and social worker will be notified.
- All accounts must be settled at the by the end of the quarter. Invoices and parentsquare messages will be sent out in an effort to have unpaid funds to be paid in a timely matter.
- Negative (delinquent) balances not paid in full prior to the end of the quarter will force Most Precious Blood 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. Best efforts to get unpaid debt paid before these actions need to be taken. School Principal or Social Worker will be asked to get involved and contact guardians. Report cards will be withheld until bills are paid.
- Negative (delinquent) balances become bad debit once all efforts have been made to receive payment with no results. Bad debt cannot ne covered with federal funds. Bad debt will be paid from donations or other funds, but not the school lunch account.
- Students who graduate or withdraw from the corporation and have \$10 or more left in their meal account will be notified 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, 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 meal account will close and the funds will no longer be available.

- **Nonprogram Food Sales**

Nonprogram Food Sales are any food or beverage sold outside of the reimbursable meal.

- o Most Precious Blood School provides an opportunity for students to purchase ice cream, extra entrée (5th-8th) or second meals (5th- 8th) in addition to the reimbursable meal(s), but only if a parent/guardian has opted in and keeps the account in good standing.
- o In order for a student to be able to charge ice cream, extra entrée (5th-8th) or a second meal (5th-8th) to their lunch account, a parent or guardian must opt in. They may opt in on parent square or with a hard copy, which can be found on the school website or by contacting Madelon Martinez at kitchen@preciousblood.org and having one sent home.
- o By opting in, parents/guardians are agreeing to pay all charges made to the account by the student. Bills will be sent out at the end of the month. If bills are not paid within a week of being sent out, no more charges will be allowed to be made to the account and the student will be opted out until it is paid. If the student has to be repeatedly opted out, they could be opted out for the rest of the school year. If money is owed for previous lunches, no nonprogram food may be charged to the account until outstanding meal bills are paid.

Permission for student to charge nonprogram foods to meal account

Students full name and grade

___ extra entrée (5th-8th only) \$1.50

___ 2nd meal (5th-8th only) \$5.70

___ ice cream (nondairy option will be available) \$1.50

By signing, parent/guardian is agreeing to pay all charges incurred by student and have read above policies.

Signature of parent/guardian

Printed name
