

## **LUNCH PROGRAM**

### **I. Purpose**

St. Michael Catholic School participates in the National School Lunch Program (NSLP) and the Minnesota Free School Meals Program. These programs are administered by the United States Department of Agriculture and the Minnesota Department of Education. To ensure compliance with NSLP rules and regulations, we have a comprehensive policy in place to assist families in monitoring their lunch account balance and address issues of delinquency.

### **II. General Statement of Policy**

It is the goal of St. Michael Catholic School that every student has a nutritious lunch to promote healthy eating and enhance learning. Good nutrition is an essential part of being ready to learn each day. St. Michael Catholic School recognizes that it is the parent/guardian's responsibility to provide lunch for their child(ren) by either a cold lunch from home or assuring that they have adequate funds in their account for items purchased at school.

### **III. Purchasing Meals**

- Students may receive one breakfast and one lunch free of charge each day at school.
- Students may purchase additional items (milk only, extra milk, a la carte) when funds are available in their lunch account.
- Cash or checks will be accepted in the school office and be credited to the family lunch account.
- Families may deposit lunch account funds via an online payment option through our parent portal system.
- Each student has their own PIN/barcode with purchases being deducted from the family account.
- Families may apply for free or reduced-price lunches at any time during the school year. Information regarding the application for meal benefits is included in the family folder distributed to each school family in August. Applications can also be requested from the school office or found on the school website under Current Families>Parent Resources & FAQs.
- No purchases from ala carte will be allowed if a lunch account has a negative balance. (Ala carte applies to Grades 5-8 only.)

### **IV. Notification of Account Status**

- Parents/guardians may view their family lunch account balance and purchase history by going to the cafeteria section in *Sycamore*, our parent portal system.
- Parents/guardians can choose to receive an automated email notification when their family lunch account balance is low by setting up an alert in the parent portal system.
- Families with a negative lunch account balance will receive a weekly reminder via email.
- Families with a negative lunch account balance will also receive a weekly reminder via the family folder.
- Families with a lunch account in delinquent status will receive additional notification which may include a statement sent via mail, direct contact from the principal and/or business administrator, etc.
- If your family will not be returning to StMCS next year and your student(s) have a meal account balance, please contact the office at 763-497-3887. Any unclaimed balances will be donated to the Angel Fund after December 1st. If you need assistance, contact the office at 763-497-3887.