

Saints Francis & Clare of Assisi Catholic School

Payment Procedures for Student Lunch/Meal Accounts

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. Saints Francis and Clare of Assisi School will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins.
- Students may put money on accounts by bringing a check or money directly to the café manager, school office or depositing in My School Bucks.
- Elementary K-8: Students can give their payment to their teacher. Payments can also be given to the cashier in the lunch line.
- 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 meals will be refused.
- Students who graduate or withdraw from the corporation and have \$5.00 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. If no response is received within 5 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 General Fund.
- Any family having negative balances at the start of a new school year, will not receive their opening packets until the balance is resolved. Students that withdraw with a negative balance will not have their records forwarded to other schools until the balance is resolved.