

****Adoption Pending****

St. Francis Xavier Catholic School System Meal Charge Procedure

June 22, 2017

I. Purpose/Procedure

The purpose of this document is to establish consistent meal account procedures throughout the System. Unpaid charges place a financial strain on the Food Service Department. Food Services is a special revenue fund, which means it does not receive operating support from the System. Food Service must generate funds through meal sales, snack sales, and Federal and State reimbursement in order to pay operating expenses. These expenses includes food costs, supplies and staff wages, including healthcare benefits. Therefore, unpaid charges affect the ability of Food Service to support itself, its employees and ultimately our student body.

The goals of this policy are:

- To establish a consistent System policy regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with System staff, System business policies, students and parent/guardian to the maximum extent possible.
- To establish policies that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

II. Scope of Responsibility:

The Food Service Department/Finance Department: Responsible for maintaining charge records and notifying the school system of outstanding balances. The Food Service Department/Finance Department is also responsible for notifying the student's parent/guardian of low or outstanding balances.

The School System: Responsible for supporting the Food Service Department in collection activities.

The Parent/Guardian: Pre-payment throughout the school year to keep account balance in the positive. Immediate payment if account is in a deficit.

III. Administration:

1) Students with Free and Reduced Meal Price Status

- a) Students with a Free and Reduced Meal Price Status will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free meal everyday. **A la carte items are not part of the USDA Free/Reduced Meal Program.**
- b) Students with Reduced Meal Price Status will be allowed to have a negative account balance up to a maximum dollar equivalent of six (6) reduced priced meals, which shall be known as the "account cap". Reduced lunch status allows a child to receive reduced priced meals at an amount determined by the USDA and DPI. The current reduced meal price is \$0.40. Every effort must be made to keep the account balance positive. **A la carte items are not part of the USDA Free/Reduced Meal Program.**

2) Students with Full Pay Status

- a) Elementary/Middle and High School Students: will be allowed to charge up to maximum dollar equivalent of three (3) meals, which will be known as the “account cap”. No student will be allowed to charge any a la carte item when their account is in a deficit balance.

1) All Food Service Accounts are pre-pay and must maintain a positive balance.

- 2) Notices of low or deficit balances will be sent to parent/guardian at regular intervals throughout the year.
- 3) When the child reaches the “account cap”, a letter will be generated and sent to the child’s home immediately including a copy of this policy and an application for Free/Reduced Meals.
- 4) If the account is not brought into good standing within 7 days, a call will be made to the child’s home asking for the child’s School Food Service Account to be immediately brought into good standing.
- 5) If after the additional 7 days the account is still not brought into good standing, the negative balance will be transferred to the parent/guardian Smart Tuition account and will be subject to all late fees and penalties charged by Smart Tuition. After a transfer is made to Smart Tuition, a deposit to the student’s Food Service Account will need to be made before the student may resume using the Food Service Program.

3) **Balances Owed:** Collection of Balance Owed will adhere to the following policies and will apply to any account balance above the “account cap” at any time after the last day of the current school year, and any payments made by check that are returned by the bank with notice of “insufficient funds”. Balances may be checked at any time by accessing PowerSchool or e-mailing the Food Service Director. All accounts must be settled by the last day of the current year of school.

- a) **Balances Owed with No Response by Parent/Guardian:** If payment is not received within the two 7 day grace periods to bring the Pre-Pay Food Service Account into good standing, the negative balance will be transferred to the parent/guardian Smart Tuition account and will be subject to all late fees and penalties charged by Smart Tuition.

4) **Refunds:** for withdrawn and graduating students will be transferred automatically by June 30th of the current school year to a sibling’s account. If no sibling remains in the System, a refund will be automatically generated by June 30th.