

Unpaid Meal Charge Policy for Catholic Central and Burlington Catholic School Lunch Program

From time to time, student lunch account balances are not adequately funded and result in a negative balance.

The USDA does not require us to provide a meal for students without adequate funds in their account to pay for lunch; HOWEVER, we feel strongly that students need nourishment and energy to continue to learn and finish the day, particularly if they participate in extracurricular activities after school.

We are required by the USDA to have an **Unpaid Meal Charge Policy** in place. **Our policy** is as follows:

- 1 – **At the first indication a student has a negative balance** when his or her card is scanned, a note or email will be sent home requesting that money be put on the account. The student will still receive the main entrée on the hot lunch menu or the salad bar option (high school and 4th – 8th).
- 2 – A student will **not** be allowed to purchase an additional lunch unless money is in the account (high school and 7th-8th).
- 3 – **When the account reaches –\$5.00**, a note or email will be sent home requesting that money be put on the account. A copy of this Unpaid Meal Charge Policy will be included. The student will still receive the main entrée on the hot lunch menu or the salad bar option (high school and 4th – 8th).
- 4 – **When the account reaches –\$10.00**, the following steps will be taken:
 - The main entrée will not be offered. The student will be offered a less expensive alternate entrée, which will be a chicken salad sandwich. All other hot lunch selections (ie fruit, vegetables, etc) and milk are still offered as part of the meal.
 - The salad bar option is **not** available (high school and 4th – 8th).
 - The alternate entrée will continue to be offered until the account is in good standing.
 - A notification email will be sent home stating that the student received the alternate entrée and requesting that money be put on the account. Please consider the money owed as well as enough surplus funding to maintain the account in a positive standing.
- 5 – **When payment is overdue and exceeds –\$20.00**, the debt is classified as delinquent. The financial information will be sent to the Business Manager to collect the outstanding debt.

Our hope is that through this policy we are able to run an efficient and quality lunch program for all of our students! Thank you for your cooperation.