

Sacred Heart Catholic School  
Boone, Iowa

### **Meal Charge Policy**

In accordance with state and federal law, Sacred Heart School adopts the following policy to ensure school employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

**Payment of Meals:** Families have use of a meal account. Deposits to the account can be made by sending a check or cash to the main office clearly marked with the family name and for lunch payment. No student (whether he or she qualifies for free or reduced meals or not) with an outstanding meal charge debt will be denied a reimbursable meal. Employees may use a meal account, but may not charge more than \$25.00 against this account. Once an employee reaches a negative balance of \$25.00, he or she will be required to take care of the debt before being allowed to eat school lunches.

### **Negative Account Balances**

Sacred Heart School will make reasonable efforts to notify families when meal account balances are low or at a zero balance, by sending notices through JMC. Additionally, the school will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school will coordinate communications with families to resolve the matter of unpaid charges. Negative balances of more than \$25.00, not paid prior to June 30<sup>th</sup> may be turned over to the Parish business office for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the school district, at time of transfer and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to household and staff will be retained. The principal may develop an administrative process to implement this policy.

New: 06/2019

Reviewed: 01/2021

Revised: