

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 Any student with a **low balance** will receive a low balance notification on **FRIDAYS**.
- 2 Any student with a **negative balance** will receive a negative balance notification on **Monday-Wednesday-Friday**.
- 3 **If your student has a negative balance**, put funds into the account IMMEDIATELY.
- 4 ** In addition, your student will **not** be allowed to purchase an additional entrée unless the account has a positive balance (6th – 8th and 9th – 12th).
- 5 **If the account reaches -\$20.00** it is classified as delinquent. The following steps will be taken:
 - The main entrée and salad bar option will not be offered.
The student will receive a PBJ as their main entrée.
The cost will remain the same as a regular hot lunch (3K-5th: \$2.90; 6-8th: \$3.15; 9-12th: \$3.35).
All other hot lunch selections (fruit & vegetables) and milk are still offered as part of the meal.
 - A PBJ will continue to be offered until the account is in good standing.
 - The financial information will be sent to the Business Manager to collect the outstanding debt.

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

Food Service Directors Carol Robers and Suzy Bittmann