

Sioux Falls Catholic Schools Meal Charge Standard Practice

I. INTENT:

The information provided below is to clearly communicate the meal charge standard practice within the Food Service Department.

II. PURPOSE OF THE STANDARD PRACTICE:

The purpose of this standard practice is to maintain consistent meal account procedures throughout the system. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- A. To treat all students with dignity in the serving line regarding meal accounts
- B. To support positive situations with system staff, system business policies, students and parents/guardians to the maximum extent possible
- C. To maintain standard practices that are age appropriate
- D. To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student
- E. To maintain a consistent system standard practice regarding charges and collection of charges

III. SCOPE OF RESPONSIBILITY:

- A. The food service department, with the assistance of school principals and business office, are responsible for maintaining charge records and notifying the student's parents/guardians.
- B. The parents/guardians are responsible for immediate payment.

IV. ADMINISTRATION

ALL STUDENTS

- A. Families are encouraged to apply for free and reduced meals. Free and reduced meal applications are available on our website www.sfcss.org/lunchprogram, at each school, and at the central office.
- B. All parents/guardians need to set up an account on www.myschoolbucks.com to get payment reminders.
- C. Parents/Guardians can make payments online at: www.myschoolbucks.com.
- D. Parents/Guardians may also continue to send lunch payments to the student's school.
- E. If accounts go negative, the food service administration will send out emails or letters to families. If after a few attempts no payment is received, the food service department will ask for the assistance of the school principals to contact the families for payment.
- F. All balances at the end of the year are rolled over with the student to the next grade. If the student is a senior, the balance will transfer to a sibling.
- G. If a student is not returning and tuition is owed, the lunch balance is added to the collection.
- H. For delinquent accounts, a payment plan may be set up if needed. This will be evaluated on a case by case situation.
- I. Students will not be denied a reimbursable meal. Due to certain circumstances, parents may be contacted and asked to pack a lunch from home for their child.

V. IF LUNCH BALANCES ARE NEGATIVE:

ELEMENTARY STUDENTS:

- At the end of the year, report cards may be held and/or Infinite Campus portal may be disabled until payment is received.

MIDDLE SCHOOL STUDENTS:

- Every attempt is made not to allow the student to get ala carte items.
- At the end of the year, report cards may be held and/or Infinite Campus portal may be disabled until payment is received.

HIGH SCHOOL STUDENTS:

- Every attempt is made not to allow the student to get ala carte items.
- At the end of the year, a student may be withheld from taking semester finals until accounts are replenished.

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