



St. Joan Antida Meal Charge Policy

I. FEDERAL REQUIREMENT

The purpose of this policy is to address the need for St. Joan Antida High School (SJA) as the school food authority (SFA) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, SJA must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

This requirement is referred to a “policy,” but whether this is referred to as a “policy” or “standard practice” is at the discretion of SJA. Regardless of terminology used, the policy or standard practice must consist of a written document explaining how the SFA will handle situations where children eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service. The policy or standard practice must be implemented throughout the SFA.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

II. PURPOSE OF POLICY

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

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with administration, student 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
- To establish a consistent policy regarding charges and collection of charges



III. SCOPE OF RESPONSIBILITY

- The food service company, Director of Finance & Operations, Business Manager: Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment

IV. ADMINISTRATION

1. Families are encouraged to apply for free and reduced-price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced-price meal benefits.
2. Families are encouraged to pre-pay for meals and money is accepted in the school office daily for payments on the day of service. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, is posted on the school website, and is included in the student handbook.
3. Families will be notified of the school Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted on the school website.
4. Food service workers will inform students of delinquent accounts in the checkout line.
 - Students will not be denied a reimbursable meal regardless of their outstanding account balance.
 - SJA will make an initial and follow-up attempt on a monthly basis to collect the debt when the balance reaches \$-5.00 by providing the student's parent or guardian with written notice by mail of the amount owed.
 - When the balance reaches above \$-10.00, calls on delinquent accounts will be made on a quarterly basis to try to collect payment.
 - If a student has money to purchase a reduced price or paid meal at the time of the meal service, the student must be provided a meal. SJA will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.
 - All delinquent accounts at the beginning of May of the current school year will be written off as bad debt.



V. ADDITIONAL INFORMATION AND ASSISTANCE

For assistance with all issues and questions related to the food service program, including eligibility and applications for free or reduced-price meals, student food service accounts, as well as the specific issues addressed in this policy, parents can contact any of the following:

- Aracelly Bonilla – Director of Finance and Operations – 414-274-4700 or abonilla@saintjoanantida.org
- Dioceline Estremera – Business Manager – 414-274-4703 or destremera@saintjoanantida.org