



# BISHOP HEELAN CATHOLIC SCHOOLS

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## A LIFETIME ADVANTAGE

### **BHCS Policy on Insufficient Funds in Lunch Account**

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, the school contributes to the basic health status of students. Improved health optimizes student performance potential.

#### **Purpose**

Households shall ensure adequate funding in their child's lunch account. Payment for schools' meals is expected at the time of purchase. This policy outlines the provisions that will be made when a child has insufficient funds to purchase a school meal. This does not apply to adults, who are prohibited from charging meals, unless a school employee.

#### **Managing Account Balances**

Balances may be reviewed by logging into the Infinite Campus parent portal. Through this portal, parents may check balances and add funds. Electronic payments may be made using credit, debit, or bank account. Money can also be added to an account at the school.

#### **Low Balance Notification Procedures**

When an account falls below \$10.00 and a student comes through the line a discreet verbal notice is given. Even if the student has a negative balance, they **are allowed a reimbursable meal. Ala Carte items can only be purchased if a student has a positive balance.**

The School Food Authority will send an email out to all accounts that are in a negative status daily. Large negative balances are referred to the School Principal for further action.

#### **Account Balances**

Positive balances will carryover into the next school year. For students leaving the district with \$10 or more in their account, households will automatically receive a refund at the end of the school year. Requests for refunds, transfers to siblings, or donations of funds remaining in accounts are accommodated if made by the end of the school year and if tuition fees are in good standing. Requests can be made by a listed guardian by calling the School Food Authority, Kristen Malenosky (712) 226-0284.

Funds remaining in a negative status on June 30<sup>th</sup> will be sent the BHCS collection specialist for continuation of collection efforts. Any account not satisfied may be turned over for collection from an outside collection agency.

#### **Free and Reduced-Priced Meal Applications**

Applications for Free or Reduced-Priced meals are available at the school buildings. Applications are accepted any time during the school year.