



# ST. LOUIS THE KING CATHOLIC SCHOOL

4331 W. Maryland, Glendale, AZ 85301  
(623)939-4260  
www.slkschool.com

## Meal Charge Policy/Procedure for St. Louis the King Catholic School

- I. **Purpose** - The purpose of this policy/procedure is to establish consistent procedures for St. Louis the King Catholic School to provide meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

### General Statement of Policy/Procedure –

- A. St. Louis the King Catholic School recognizes proper nutrition is essential for adequate learning to occur and to establish lifelong, healthy eating habits while also working to maintain the financial integrity of the school food service program.
- B. The policy/procedure of St. Louis the King Catholic School to offer high quality, healthy lunches that meet the federal guidelines to all students at a reasonable cost to ensure no child goes hungry.
- C. Payments to student accounts are made by sending a check or cash to the school Office, online payments SchoolSpeak to student account,
- D. Families may apply for free and reduced-price meals at any time during the school year. Meal applications are distributed to households after July 1<sup>st</sup>. Parents are encouraged to complete and return the applications as soon as possible. In addition, applications are available at the school office during regular business hours and online at SchoolSpeak. If household size changes or income changes, families may re-apply for meal benefits any time during the school year.
  - 1) Households who apply for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Federal guidelines allow a maximum of 10 days to approve a new application. No child is allowed a free or reduced price meal without an approved application or direct certification information on file. Parents will receive a notification letter of the student's eligibility showing the effective date. If a notification letter is not received within 10 days, the parent should check with the approving official at the school to see if the application has been received.
  - 2) Households can receive benefits by notification letter of eligibility based on Direct Certification from the school if the school has received information about your child(ren). If your household receives these benefits and you have not received this letter from the school, the school has not received information regarding eligibility of your child(ren), the household must contact the school immediately to provide current information.
  - 3) Free price eligible students may receive lunch each day at no charge or reduce price must pay \$0.40 per meal.

- A. If the student account has insufficient funds to pay for lunch meals, The electronic system will inform the household about any outstanding balance sending weekly emails.
- A substitute meal consisting of PB & J and milk will be offered at lunch to students whose parents forgot to order for them.
  - All students will be provided a meal regardless of their meal account status.
  - All negative balances must be paid prior to the end of the school year. Any remaining balances will be carried over to the next school year.
- B. Free and reduced-price eligible students will always be provided a meal regardless of unpaid student accounts.
- C. A student eligible for paid meals who has 'cash in hand' at the time of meal service will be provided a meal regardless of unpaid student accounts. The 'cash in hand' will not be applied to past due accounts.

### **Account Status Notifications –**

- A. Households are strongly encouraged to keep sufficient funds in the student accounts to cover weekly meal purchases. St. Louis the King Catholic School will notify each household of account balances by email. Because we work on a month in advance orders our electronic system SchoolSpeak, will let the household know if it is any balance after the order has been placed,
- The Food Service Program (SchoolSpeak) will send a weekly, bi-weekly, monthly email or notice to families.
  - Families can check their account balances online via SchoolSpeak.
  - Families may contact the Food Service Director/Manager Hiroshima Rascon or Vicky Sarmiento at (623) 939-4260
  - Students will be given a verbal reminder or written notice in the food service line.
- B. The family will be notified when the student account balance has reached by email.
- Parents will be notified by email when the student account reaches the minimum balance of \$5.00 or less.
  - An email reminder will be sent to parents once the student account reaches \$0.
  - Weekly emails will be sent to parents whose children have a negative account balance.
  - A second request for payment will be sent after 5 days if the household has not responded to the first request.
  - A letter is sent to parents via the U.S. Mail requesting payment.
  - An invoice will be sent via certified mail, return receipt requested.

## Collection of Unpaid Meal Debt –


When the student balance is \$90.00, the following collection activities will be followed:

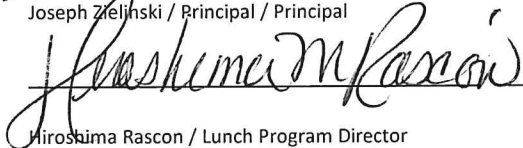
a. Elementary School: **Contact by the Office**

- The Food Service Manager/Director (or designated staff) will contact the household request payment.
- The Food Service Manager/Director will contact the building principal if no payment is received.
- The building principal will contact the household to discuss the requirement of the family to provide meals for the student.
- All funds owed to the food service program will be paid in full on the last day of school or will roll over to the next school year.

Reviewed by: Vicky Sarmiento Armeda Galeon

Maria Stevens Claudia Shepherd

Approved by:  Joseph Zielinski Aug. 2019  
Joseph Zielinski / Principal / Principal Printed Name Date

 Hiroshima Rascon Aug. 2019  
Hiroshima Rascon / Lunch Program Director Printed Name Date