

Archdiocese of Chicago

Meal Charge Policy for (Non-CEP*) National School Lunch and Breakfast Program Schools

I. PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the Archdiocese of Chicago. This policy is intended to:

1. Ensure that all students have a healthy meal and that no child goes hungry.
2. Treat all students with dignity and confidentiality in the serving line regarding meal accounts.
3. Support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
4. Establish fair practices that can be used throughout the school district.
5. Encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
6. Establish a consistent practice regarding charges and collection of charges.

II. SCOPE OF RESPONSIBILITY:

The Food Service Department:

1. Responsible for maintaining charge records
2. Encourage parent/guardian to complete a Free or Reduced-price Meal Application to obtain meal benefits to avoid outstanding balances
3. Notifying students/parents/guardians of outstanding balances by email, phone or letter sent home with student

The Parent/Guardian:

1. Order/pay for meals in advance or at time of serving or maintain a positive balance in your child's lunch account
2. Complete a Free or Reduced-price Meal Application to obtain meal benefits to avoid outstanding balances
3. Contact the Food Service Department and the School to resolve any issues with your child's lunch account

III. POLICY and PROCEDURE:

1. All students PK-12 will not be allowed to have a balance less than -\$7.00 on their account at any given time.
2. Only Federally designated reimbursable meals can be charged to an account with funds amounts less than \$0.00 and to -\$7.00.

3. Once the child's account goes below \$7.00 the student will be told that their funds are running low, and will be asked to let their parents/guardians know to add more funds to the account to avoid going into the negative.
4. When the account has reached the -\$7.00 limit, the PAID or REDUCED student may be given a designated menu alternate.
5. If the meal meets the federal meal guidelines, it will be claimed for reimbursement.
6. The School, Parent/guardian, and Student will be informed of their excessive balance until the account is brought back into good standing. This will be done by Phone, Email, and Correspondence sent home from the Food Nutrition office.
7. When a parent/guardian has applied for free/reduced meal, but before the school has been notified of eligibility, the student may be given an alternative meal.
8. In the middle of May, all charging will be cut off:
 - a. Parents/guardians will be sent a written request for "Payment in Full"
 - b. All charges must be paid before the last day of School each year.
 - c. Seniors/8th grade students- parents must pay all charges before graduation.

*Community Eligibility Provision

Approved Draft 7/13/17