

## MEAL CHARGE POLICY

Trinity Lutheran School strives to meet the dietary needs of our students and ensure that all students receive proper nutrition to stay focused during the school day and enhance their educational environment. However, in order to promote effective financial management and maintain the financial integrity of the school food service account and to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program, this policy will provide clear and consistent meal account procedures. This will include the charging of meals and the handling and disposition of negative meal balances. This information will be made available to all students and households on an annual basis. The policy will be in student handbooks and available online. This policy will also be made available to all staff responsible for policy enforcement (Points of Service (Rachel, Renee, Lisa, and Cynthia)/Principal/Accountant and Director of Finance & Operations).

Information will be provided to all households about the application process for free or reduced-price meals at the start of the school year (July 1<sup>st</sup>). These applications will be available online and in the school office and will also be distributed in student packets. Families will be reminded that their child may become eligible for free meals at any time during the school year if the household experiences a change in financial circumstances. A student is never singled out if they qualify for Free and Reduced-Price meals. Only the Administrative Secretary and Principal have access to this information.

It is the responsibility of the Parent(s) of our students to provide lunch for their children while attending Trinity Lutheran School. Parent(s) are informed to set up their students' lunch food accounts on Trinity Lutheran School's RENWEB/FACTS program. There is a link on the school website where the parent(s) can access this FACTS program. Parent(s) can monitor balances at any time, and they will receive low balance alerts on their students' account. Parent(s) will continue to receive alerts until the balances are paid.

The following shall apply in the event that a child is in attendance at school and does not have a lunch from home, or any funds on deposit to pay for his/her lunch:

The student may charge for ten (10) meals without sufficient funds in their account after which the parents will receive notification from the Administrative Secretary

and/or Principal to determine if there is a financial issue or just an oversight. The Principal can then determine if any unpaid balance and/or future lunch charges will be covered by the School General Fund Account or from the school's designated Hardt Rathe account comprised from donations from our church members to assist students requiring financial assistance with various school costs.

In accordance with the provisions outlined in State Aid Section 31k, this procedure prohibits:

- A. The requiring of any student who cannot pay for a school lunch meal or has a negative meal payment balance to wear a wristband or handstamp;
- B. the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to perform chores or other work to pay for school meals;
- C. the requiring of any student to dispose of a meal after it has been served because the student is unable to pay for the meal;
- D. Discussing the negative balance with a student until numerous attempts have been made to reach the student's parents or legal guardian via telephone, mail or electronic mail;
- E. Discussing a negative meal payment balance with a student in the presence of other students.
- F. At the end of the school year, the Administrative Secretary and Principal will review the FACTS program to identify all unpaid meal charges. Returning students who have a negative balance will not receive their final report card until their account has been paid in full.
- G. Additionally, the Administrative Secretary and/or the Principal will identify and attempt to contact each of those parent(s) of inactive students (those students who are graduating or moving), who have a negative balance or credit. Households that are approved for reduced price meal benefits must receive a refund if they have a credit on their account. Please note that Trinity Lutheran will allow families who are not approved for free or reduced-price meals to donate the funds remaining in their account rather than receiving a refund when their child leaves school. These funds can be used to cover outstanding meal charges from other students' accounts. FACTS will remove inactive students before the rollover into the next year. FACTS will combine the positive and negative balances of these inactive students. If this results in a negative balance, the uncollected balance will be covered by the School General Fund Account or from the school's designated Hardt Rathe account.