

FALLS CITY SACRED HEART CATHOLIC SCHOOL

1820 FULTON STREET, FALLS CITY, NE 68355 402.245.4151

SACRED HEART SCHOOL'S POLICY FOR UNPAID STUDENT MEAL CHARGES

The Sacred Heart School Lunchroom participates in the USDA's school meal programs and is required to have a written policy that addresses unpaid student meal charges in place and made available to all families at the start of each school year.

1. Sacred Heart School encourages all families to apply for free or reduced price meals. All families will receive the federal lunch application for free or reduced priced meals before the start of each school year. Families may apply for lunch benefits anytime during the school year if there are changes in the household income or household size. All lunch applications are confidential.
2. **All families are to pre-pay by the month for student meals**, any absentees or sack lunches will be credited forward to the student's next month's meals. All lunch payments are to be paid in a timely matter; payments may be sent to school with student or paid in the school office by check, cash or electronic fund transfers.
3. All students will receive a lunch account balance letter the last week of each month, if the amount has a \$- in front of the amount this indicates a negative lunch balance; please ask your student for this lunch letter.
4. The USDA does **not** require schools to provide a meal to a paid student or a reduced student with a negative account balance. If a student brings home a negative amount letter owed for school lunches, your family will have five school days to pay the negative balance in full or the student will be required to bring a sack lunch until the negative balance is paid in full or the student may bring money for that day's meal and must pay in the office before the student's lunch time. If after the five school days and no lunch payment has been made and your student does not bring a sack lunch or money for the day's meal, the parent will receive a phone call from the school office and an "alternate" meal of a peanut butter sandwich, fruit, and milk will be served to your student.
5. The End-of-the-Year Report Card will be held until all lunch money owed for the school year is paid in full; if for some unforeseen reason the lunch money owed cannot be paid in full by June 30th, the family must meet with the office to establish a longer payment plan.

Sacred Heart School
Doug Goltz, CAO