

St. Maria Goretti Catholic School

Unpaid Meal Charge Policy

USDA Policy Memorandum SP 46-2016 requires all School Food Authorities (SFAs) operating federal school meal programs to have a written Unpaid Meal Charge Policy.

The SMG Unpaid Meal Charge Policy is to provide children with adequate nutrition to focus in school, to minimize stigmatization of children with meal charges and to maintain the financial integrity of the program. SMG will communicate privately with families about a child's outstanding balance with payment reminders directly and discreetly to adults in the household. While working with families to obtain payment, SMG will continue serving the student(s) reimbursable meals, the student will not be allowed to take the extra "a la carte" option.

The SMG Unpaid Meal Charge Policy will be communicated at the beginning of each school year, at registration to all families and staff members responsible for collecting payment, notifying families of low/negative balances and enforcing the policy. The policy will be available on the school website under Hot Lunch and in the Family Handbook. SMG will review and revise the policy as needed annually.

Families with a Hot Lunch account balance of \$0,00 will receive a Low Balance Alert email inviting to log into the Family Portal on the FACTS /Financial section to add funds. Families with a negative balance of \$50 or more will receive a reminder email with the family's balance due. If the family balance reaches a negative \$100, the principal will be contacting the parents requesting payment immediately or to set up a payment plan. At this time, if payment/payment plan is not made, your child will be required to bring a cold lunch until arrangements have been made. Payments to lunch accounts can be made by using the FACTS Family Portal under the Financial Section.

Food service funds will not be used to cover costs related to uncollectible debts. Funds remaining in the graduating/transferring student's lunch account will be transferred to younger sibling(s), applied to school tuition, youth ministry or any other programs that the family chooses. If there is nowhere to transfer the money, SMG will make three attempts to contact the family via email, phone or mail to issue a refund. If SMG is not able to issue a refund, it will be turned over to Wisconsin Department of Revenue (DOR) as unclaimed property. If you have questions, please contact the Lunch Billing Coordinator, Cynthia Johnson (608)268-2980 or email at lunch@stmariagoretti.org.

St. Maria Goretti School offers free and reduced lunches to students who qualify, based on USDA regulations. Students may qualify for free or reduced rates based on direct certification through the State database; if this is the case, you will receive a notice of your child's eligibility. Families are also encouraged to submit a written application for free or reduced rates, based on family size and income, at any time during the school year. The application and instructions are available at the school office, kitchen office or on the school website. SMG will accept transfer student's eligibility from a previous school with appropriate documentation. If you have questions, please contact the Food Manager, Nohora Reyna, (608)268-2980 or email at nohora.lopez@stmariagoretti.org.

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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