

Trinity Lutheran School Code 10.3: MEAL CHARGES

In accordance with State and Federal law, Trinity Lutheran School adopts the following policy to ensure school employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students have a Hot Lunch account through the Student Information System (FACTS SIS). Families may add money to student accounts preferably through electronic payment, but they may also pay at the school office. In the event the balance reaches a negative amount (the “low balance threshold”), the family will be contacted regarding the balance via email and asked to remit payment. The “low balance threshold” may be amended at any time by the Principal or his designee.

Once a student account reaches a negative account balance of \$30.00, the student shall not be allowed to order an extra entree until the negative account balance is paid in full. At no time will a meal be refused or altered to students with negative balances. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Employees may charge their lunch account for a meal, but may charge no more than \$5.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Negative Account Balances

Families will be notified of an outstanding negative balance once the hot lunch account reaches \$0.01. Families will be notified by electronic communications at first; emails, calls, and/or letters will be sent out if families do not deposit funds into their account. The School Principal or his designee will coordinate communications with families to resolve the matter of significant unpaid charges. Any negative balance will be carried over to the following school year. These negative balances must be paid in full prior to the school year starting as part of the school registration process. Trinity Lutheran reserves the right to turn over to the School Ministry Team for discussion of taking any reasonable action, including legal action, to collect the balance due in any student’s account.