

Central Lutheran School Lunch Program Policy

Central Lutheran School participates in the National School Lunch Program (NSLP). The school's goal is to provide the most nutritious, high-quality, and safe meals possible while staying within a budget. This program will comply with all Federal, State, and local regulations. The lunch program will be open to all enrolled children. Free or reduced-price meals will be provided to those children who qualify for such benefits according to specified household size and income standards. The Food Director will verify income on a percentage of those receiving free or reduced-price lunches to confirm their eligibility. Records will be kept to document that the lunch program follows all federal and state rules and regulations.

MEAL CHARGES

In accordance with State and Federal law, Central Lutheran School adopts the following policy to ensure school district 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 meal account. Families may add money to student accounts through electronic payment or at the school office. In the event the balance reaches a negative amount, the family will be contacted regarding the balance and asked to remit payment. Once a student account reaches a negative account balance of \$30.00, the student shall not be allowed to order seconds 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. Students will be charged for extra milk and/or seconds as applicable.

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

The Food Director will make reasonable efforts to notify families when meal account balances are low. Additionally, the Office (Office Administrator or Administrator) will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The Administrator will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$30.00. Families will be notified by electronic communications, calls, and/or letter. Negative balances of more than \$30.00 not paid prior to the end of the school year will be turned over to the Board of Directors for discussion of further action. Options may include: collection agencies, small claims court, or any other legal method permitted by law.