

LUNCH PROGRAM

I Purpose

St. Michael Catholic School participates in the National School Lunch Program (NSLP). This program is administered by the United States Department of Agriculture and the Minnesota Department of Education. To ensure compliance with NSLP rules and regulations, we have a comprehensive policy in place to assist families in monitoring their lunch account balance and address issues of delinquency.

II General Statement of Policy

It is the goal of St. Michael Catholic School that every student has a nutritious lunch to promote healthy eating and enhance learning. Good nutrition is an essential part of being ready to learn each day. St. Michael Catholic School recognizes that it is the parent/guardian's responsibility to provide lunch for their child(ren) by either a cold lunch from home or assuring that they have adequate funds in their account for school lunch.

III Purchasing Meals

- Students may purchase meals when funds are available in their lunch account.
- Cash or checks will be accepted in the school office and be credited to the family lunch account.
- Families may deposit lunch account funds via an online payment option through our parent portal system.
- Each student has their own PIN with purchases being deducted from the family account.
- Families may apply for free or reduced-price lunches at any time during the school year. Information regarding the application for meal benefits is included in the family folder distributed to each school family in August. Applications can also be requested from the school office or found on the school website under Current Families>Forms and Policies.
- No purchases from ala carte will be allowed if a lunch account has a negative balance. (Ala carte applies to Grades 5-8 only.)
- Students with a negative balance in their family account will be allowed to purchase a school lunch if they have funds ("cash in hand") to pay for that day's meal. "Cash in hand" will not be applied toward past due balances.

IV Notification of Account Status

- Parents/guardians may view their family lunch account balance and purchase history by going to the cafeteria section in *Sycamore*, our parent portal system.
- Parents/guardians can choose to receive an automated email notification when their family lunch account balance is low by setting up an alert in the parent portal system.
- Families with a low or negative lunch account balance will receive a weekly reminder via email.
- Families with a negative lunch account balance will also receive a weekly reminder via the family folder.
- If a lunch account has a negative balance and the student did not bring a cold lunch from home, the parent/guardian will be contacted and requested to provide cold lunch until such time as there are adequate funds in their account or special payment arrangements have been made with the school or church office.
- Families with a lunch account in delinquent status will receive additional notification which may include a statement sent via mail, direct contact from the principal and/or business administrator, etc.