



ST. MARY'S  
CATHOLIC SCHOOL

# *St. Mary's Catholic School*

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Office: 307-638-9268 Fax: 307-635-2847  
[www.stmaryswyo.org](http://www.stmaryswyo.org)

## **Unpaid Lunch Policy**

St. Mary's uses FACTS tuition management for incidental lunch and a la carte charges. Families will make payments directly on their FACTS lunch prepay account and will need to monitor it via their parent portal when funds need to be added. We do request not to allow your lunch prepay account to go negative. Lunch deductions are posted once a week and families can view current balances by logging in to their family portal. Negative lunch balance reminders will be emailed to families weekly.

St. Mary's Catholic School wants to ensure that no child goes hungry. "Loaners" are reimbursable hot meals a student can charge to their meal account when their account has insufficient funds to cover the cost of the meal. Each family may only carry over a negative balance of \$50 or less on their lunch account. After the family reaches a negative \$50 an "alternative meal" ie: a non-hot meal will be provided. There will be a charge of \$1.00 for each "alternative meal" given to the student. The "alternative meal" will be designated by the Nutrition Services Program Administrator and meet the USDA nutrition guidelines for a reimbursable meal. Furthermore, the principal will contact the family along with sending home a letter.

Free and reduced-price lunches are served to those students who qualify according to established federal guidelines. All free and reduced lunch applications are available for pick up in the front office at any time. After the application is completed and returned to the front office, the application is then approved/denied, and notification letters are sent out along with updating the computer system if necessary.

If a family is in a negative balance all payments must be paid in full before they are able to register their child(ren) for the following school year. Any unpaid balances that are not paid by the end of the school year the family will be sent to collection. The front office will notify each family by letter showing their outstanding balance. After notification has been sent out, each family has up to 10 business days to pay their lunch balance in full before we send them to collection.

St. Mary's school is a non-profit school and cannot afford to carry unpaid lunch balances. Our yearly lunch budget is minimal, and we always run in a deficit. It's important that we receive the income that is owed to the school in a timely manner.

## **Non-Discrimination Statement:**

This explains what to do if you believe you have been treated unfairly.

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.”