St. Mary's Catholic School

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Unpaid Lunch Policy

St. Mary's Families will be notified of our Unpaid Lunch Policy in writing before the school year begins and with each new transfer student. This policy will also be posted on our school's website under our Family Hub / Nutrition – Hot lunch tab.

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.

If a student has money to purchase a reduced price or paid meal at the time of the meal service, the student must be provided a meal. St. Mary's may not use the student's money to repay previously unpaid charges if the student intends to use the money to purchase that day's meal.

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. Applications are included in every family's back-to-school packet. We also provide applications to any families who enroll after the first day of school. After the application is completed and returned to the front office, the application is then approved/denied, and notification letters are sent out to the families along with updating the FACTs/SIS system if necessary.

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.

Bad Debits are unallowable cost for federal funds per 2 CFR.426. Once a debt goes from delinquent to "bad" St. Mary's must repay the school food service fund from General Funds.

St. Mary's will establish long-term payment plans for households struggling to pay back a negative balance. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts may continue into the new school year. This allows St. Mary's to work with individual families to establish long term payment plans and to continue pursuing collection efforts when children change schools or move to a new school outside the St. Mary's area. When local officials determine further collection efforts for delinquent debt are unsuccessful the debt must be reclassified as "bad debt" and St. Mary's must repay the school food service account from the general fund (Angel Fund).