



**St. Paul's Evangelical Lutheran
Church, School, Preschool & Daycare**
Living, Sharing, & Celebrating Christ's Love in Our Community

St. Paul's Lutheran School Nutrition Meal Charge Practice

Because all St. Paul's students may receive reimbursable school meals, our School Food Authority must have a policy / practice in place for children who are participating at the paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

Low balance letters will begin when a family account is under \$20 for full pay students. These low balance reminder letters or emails are sent on Thursdays. When an account is negative, an email or call will be made from the school office until we contact a parent / guardian and determine how and when payment will be made.

Students will not be refused a meal. Meals can continue to be purchased on credit until we have spoken with the parent / guardian. If payment cannot be made, the school will notify the parent to send a lunch to school with their child. The parent / guardian will also be asked if they would like to apply for free or reduced price meal benefits.

Ala carte items such as cold lunch milk, extra hot lunch milk or second entree purchases will not be allowed for any student with a negative meal account balance.

Charging by parents / guardians is also not allowed at any time.

Questions regarding this policy can be addressed to Jeremy Dostal dostal@stpaulsjanesville.com or Janet Jass jjass@stpaulsjanesville.com.

"This Institution is an Equal Opportunity Provider."