

Cafeteria Charge Policy

‘UNPAID MEAL CHARGING POLICY’ As required by the USDA Food and Nutrition Service SP 46-2016, schools must have an official policy to follow for unpaid meals. School meals should be prepaid weekly or monthly to ensure your child/children have sufficient funds to pay for meal purchases. Lunch account balances are viewable online through the Titan Parent Portal. A link to the portal is on the St. Matthew School website. The custodial parent will be the responsible party for making the lunch account payments. Students with negative accounts will not be allowed to purchase extra entrees or extra milk. Students/families with a negative balance over 30 days old and/or any account with a negative balance over \$25 will be notified by the principal of the amount due and a payment due date. If a full payment is not made by the due date, students will then be served an alternate meal until the account is paid in full. Accounts that remain negative after 60 days will be considered bad debt. At that time, the principal will contact the parent for a meeting to discuss the overdue lunch account. At this time, we do not accept online payments. You can send cash or check payments to school to be deposited into your family account. When the school year ends, lunch accounts with any negative balance will need funds added in order to complete our year-end processing. Any negative accounts not paid by June 1, will be charged a \$10 overdue fee. If a parent is having problems paying the lunch account and does not qualify for the free and reduced meals, a payment plan can be arranged to avoid the alternate meal. This institution is an equal opportunity provider.