

LUNCH PROGRAM CHARGING POLICY

St. Paul's Lutheran School offers a hot lunch program to all students. We operate in connection with the Indiana Department of Education, following their guidelines and regulations. Free or reduced lunches are provided under these guidelines for any family meeting the income criteria. Applications for this program are available at the school. Please note that at any time during the year, if you have a change in circumstances, an application may be fill out and submitted for approval.

All lunch records and maintenance are handled through our FACTS system. Each family will have a lunch account set up. At registration, or prior to school starting, each family is required to pay a \$25.00 per student fee, to be deposited in your family lunch account. As your child takes hot lunch, milk, etc., the amount will be deducted from this account. Bi-monthly, a detailed lunch statement will be e-mailed to you. It is important to watch for this so that you will know when your account is getting low. We allow for a \$15.00 "grace period". It is important to replenish your child's account so that they may continue to receive hot lunches. Envelopes will be handed out at registration to be used to send in lunch payments.

IMPORTANT NOTE: LUNCH PAYMENTS MAY NOT BE COMBINED WITH ANY OTHER PAYMENTS. See Unpaid Balance Policy below for accounts exceeding grace period amount.

Unpaid Balance Policy: Parents are notified monthly via email through FACTS of your lunch account balance. If a child has a negative account balance exceeding the grace period amount, a collection notice will be sent home reminding the parent of the balance and to encourage timely payment of the balance **PLUS** an additional \$25 to fund the account for future lunches (like at School Registration).

According to the policy, if the student maintains a negative balance for a third notification to parents for payment to be brought current, the student will be fed and the parents will be notified that they will no longer be eligible to receive additional meals until the balance owed is paid in full.

ALL ACCOUNTS MUST BE CURRENT at the end of the school year. Failure to fulfill end of year financial obligations will result in collection notices being sent home for the lunch balance owed **PLUS** a \$5.00 per day **LATE FEE**. The School Board reserves the right to send excessive unpaid balances to a legal collections department for resolution.

Adopted by BOEE Aril 19.2018

***THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER**