Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal accounts. St. Roch Catholic School will adhere to the following meal account procedures.

Significant negative meal account balances shall not be permitted. However, students will always receive a meal. Furthermore, if a student has a negative meal balance, the purchase of à la carte food and beverage items will be prohibited.

Parents/Guardians, staff members, and adult community members shall not be permitted to defer payment of meals or à la carte items. Any child with a negative lunch balance will not be permitted to buy extras including snacks or milk. Students with accounts more than $30.00 in arrears will be served an alternative lunch option until the account is funded.

If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal, as this may be a sign of abuse or neglect, and the proper authorities should be contacted.

All cafeteria purchases are to be prepaid before meal service begins. Parents/guardians are encouraged to prepay for meals online through the district payment portal, www.mymealtime.com, or via check/cash submitted to the main office.

Parents/Guardians will receive weekly email or text notifications regarding negative account balances of $20 or more.

The food service manager or other school personnel may reach out to households directly or via letter to resolve the matter of unpaid charges.

New funds that are deposited into a student meal account will first be applied to a negative balance (should one exist). All accounts must be settled by the end of the school year. All charges must be paid in full by the final school day of school. Negative balances of more than $20.00 upon completion of the school year will result in the attempt to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation. Additional fees will be the responsibility of the parent/guardian.

Parents/Guardians of students who graduate or withdraw from the corporation and have $10.00 or more remaining in their meal account will be given the option to transfer the funds to another student's meal account, receive a refund, or donate the remaining balance. If a refund is desired, please the school office.