



St. Dominic School

Unpaid Meal Charge and Debt Collection

Purpose & Policy

The purpose of this policy is to establish consistent school practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

1. St. Dominic Schools goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Lunch Program and eliminate stigmatization of children who are unable to pay meal charges.
2. It is the policy of St. Dominic School to offer nutritious lunch meals that meet state and federal guidelines.
3. All students will have an individual meal account with a separate 5-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. When an account reaches zero or there is insufficient funds a student shall not be allowed to purchase a la carte items until the negative account balance is paid. Families may pay for meals by using cash or check. Payments may be made daily and sent to school with their student. Checks should be made out to St. Dominic and must include the student's first and last name. Cash payments will be accepted in a sealed envelope with the student and parent's first and last name, and the amount of payment written on the outside of the envelope. Effective with the 2021-22 school year, lunch accounts will be posted to the TADS portal. All payments will be made electronically from the same account you have your tuition payments withdrawn from.
4. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes (Usually at the end of July/ beginning of August). In addition, applications are available at school (paper copy) and on the school website under the current families tab then lunch menu. If household income or size change, families can apply for meal benefits anytime during the school year.

Charge Policy/ Account Status

- A. If the student or family account has insufficient funds to pay for lunch meals, The student will be allowed to eat lunch as long as a reimbursable meal is taken, and their lunch account is not over -\$50.
- B. If a student's lunch account balance is at zero dollars they will not be allowed any a la carte items.
- C. Families are notified via e-mail when their lunch account hits a balance of \$10.00. They can check their student's meal account balance on TADS Educate or contact the school kitchen at kitchen@schoolofstdominic.org.
- D. If a child has reached -\$50 school personnel will contact the family via phone with a follow up letter letting

them know they have 1 week to make the account current and that if the account fails to become in good standing then their child will be denied any lunch services from St. Dominic School.

Collection of Unpaid Meal Debt

The following collection actions will be taken at the end of the fiscal year:

- A.** Send reminder to families notifying them of their balance due on or before the end of the fiscal year allowing them the option to make their account current.
- B.** Any unpaid balance will be posted to their TADS tuition account for payment through their previously designated payment authorizations.
- C.** The expectation is all fees owed to the St. Dominic School will be paid in full on the last day of school.

Reviewed: 10/4/21

Approved: 10/5/21