

# Loyola Catholic School

## School Meals Policy

### I. Purpose

The purpose of this policy is to establish consistent practices for the collection of meal debt.

### II. General Statement of Policy

A. Loyola Catholic School's 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.

B. Loyola Catholic School participates in the Minnesota Free School Meals Program, and therefore all enrolled K-12 students will be offered one breakfast and one lunch at no charge while at school regardless of an outstanding meal balance. Once a meal has been placed on a student's tray or served, it will not be taken away by the cashier or any school official, regardless of the student's meal account status. All reimbursable meals offered meet state and federal guidelines. We will not provide an alternate meal unless related to a dietary need. A student who has been determined eligible for free and reduced-price lunch must always be served a reimbursable meal even if the student has an outstanding debt.

C. To meet the nonprogram food revenue requirement, the nutrition program must charge and accrue revenue for items outside of the reimbursable breakfast and lunch it chooses to sell. Nonprogram Food Sales are any food or beverage sold outside of the reimbursable meal, including second meals. These are paid for through incidental billing on the FACTS system. The meals are charged to each student's account upon purchase. These charges will be automatically deducted from your preferred payment method. You will receive a notification when these charges will be due 10 days before the due date.

D. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families prior to the student's first day of classes. In addition, applications are available on the school website or from the school business manager. If household income or size change, families can apply for meal benefits anytime during the school year. New applications must be completed every year to maintain the benefits.

### III. Collection Policy

As stated above, nonprogram food and second meals are charged to the family FACTS account and become part of the overall amount due for all school expenses. Non-payment of all expenses are handled through the School Finance Office and Administration. Loyola Catholic School will continue to utilize its local process for addressing delinquent meal accounts.

- A. Loyola Catholic School will make reasonable efforts to communicate with families to resolve the matter of unpaid charges.
  
- B. Loyola Catholic School will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it. Loyola Catholic School may use a collection agency to collect unpaid school debt.

#### **IV. Notification of Account Status**

Once charges are complete and added to the FACTS accounts, families are notified through email. Families can also check on all charges as needed through their FACTS account. Questions on account balances should be directed to the Loyola Catholic School finance office.

Date Implemented 2/9/26

By: Lori Mock

Reviewed: \_\_\_\_\_ By: \_\_\_\_\_