

Loyola Catholic School

Meal Charge and Payment Collection

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. It is the policy of Loyola Catholic School to offer lunches that meet state and federal guidelines.
- C. At Loyola Catholic School, all meals 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, 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. NO changes in meals served will occur due to non-payment.

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 July 1, 2019 By: Sandra Bach

Reviewed: _____ By: _____