

**ST. MARYS AREA SCHOOL DISTRICT
CAFETERIA UNPAID MEAL CHARGE PROCEDURE**

The St. Marys Area School District participates in the National School Lunch and Breakfast Programs. This procedure for the collection of unpaid meal charges is provided in enrollment packets and is posted on the SMASD.org website.

**** If a student lunch account balance is in the negative s/he will not be denied daily reimbursable lunch and breakfast meals. ****

ALL STUDENTS: Students with a charge of any amount are not permitted to make a la carte or second meal lunch purchases until all charges are paid in full, unless cash payment is made at point of sale.

2018-2019 School Meal Pricing:	<u>Breakfast</u>	<u>Lunch</u>
Elementary Schools	\$1.00	\$2.00
Middle/High School	\$1.25	\$2.25
Reduced Price - all schools	\$.30	\$.40

RESOURCES

The following resources are available to help households maintain a positive lunch account balance:

- **Apply for Free & Reduced Meal Benefits ONLINE**
Access the SchoolCafe website. The link is on the SMASD website under "Quick Links."
Paper applications are also available at each school.
- **Manage Your Child's Cafeteria Account**
Access the SchoolCafe website. The link is on the SMASD website under "Quick Links."
View purchase history and receive low balance alerts at no charge.
Make online payments to replenish their cafeteria funds (involves fees).

****Funds may also be added to student accounts by sending cash or checks directly to the school.****

NOTIFICATIONS

During the school year, the school messenger system automatically sends bi-weekly messages, to ALL student households informing them of their cafeteria account balance. (Students with **NEGATIVE** cafeteria account balances will receive bi-weekly messages year round).

In addition, during the school year, the Food Service Director mails a letter each quarter to student households with a negative lunch balance of (\$5.00) or more.

UNPAID MEAL CHARGE COLLECTION PROCEDURE

Midway through the school term or at the end of the school term, the school district attorney may send collection letters to households who have accumulated a total negative cafeteria balance of (\$300.00). ***The attorney may file a civil suit against households whose accounts have not been settled within the designated period.***

Lunch Debt is carried over into the next school year and collection efforts continue into the new school year. Those students graduating with lunch and school debt may not receive a diploma until their debt is paid in full. Students who withdraw from the school district are required to pay their debt in full.

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Submit your completed form or letter to USDA by:

- (1) Mail: USDA, Office of the Asst. Secretary for Civil Rights, 1400 Independence Ave., SW, Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442
- (3) E-mail: program.intake@usda.gov.

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