

Concordia Lutheran School

Procedure for Student Lunch Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Concordia Lutheran School will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Parents may pay for lunches online (<https://www.clscubs.org/lunch-payment-online>) or by sending cash or check to school. Payments sent to school must note the student's full name and must indicate that the payment is for the lunch account. Payment must be received in the school office by 9:00 a. m to be applied to that day's lunch service. Payments received after 9:00 a. m. will be applied to the next day's lunch service.
- A student arriving after 10:00 a.m. who has not pre-ordered a lunch through the school office or teacher via a phone call, written note, email, or FastDirect message, will receive a school lunch with peanut butter and jelly sandwich entrée.
- A student who orders a cold lunch and does not have a cold lunch at the time of lunch service will be provided a school lunch with peanut butter and jelly sandwich entrée. The cost of this meal will be added to the student lunch account.
- A student who orders a lunch and does not have a positive balance, regardless of free or reduced status, may not order or purchase extras, including main entrees, milk, or a la carte items.
- Families may charge up to \$20.00, providing they establish and maintain a good credit history of making payments on their lunch account. If a family has charged more than \$20.00, and/or does not have a good history of paying their lunch account, Concordia will deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money to the office by 9:00 a.m., for a meal that day they will not be denied a meal.
 - Concordia will provide an alternative meal of peanut butter and jelly sandwich, choice of vegetable, choice of fruit and choice of milk to a student who pays reduced or full price and who does not provide the required payment for that meal with an account balance of -\$10 to -\$20. The cost of this meal will be added to the delinquent account.
 - Concordia will provide an alternative meal of a cheese sandwich, raisins, baby carrots, and a milk to a student who pays reduced or full price and who does not provide the required payment for that meal with an account balance of -\$20 or more, up to 5 meals per student. This meal will be at no charge.

- The Finance Officer will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges. Parents are strongly encouraged to frequently check the lunch account balance by going to their FastDirect account. Purchases are updated daily by 3:00 p.m.

Every Friday,

- a FastDirect message will be sent to all families with an account balance of +\$5 to -\$5.
 - a formal letter and Fast Direct message will be sent to families with an account balance of -\$5 to -\$20.
 - a personal phone call will be made and FastDirect message sent to families with an account balance of -\$20 or more.
 - Excessive negative balances will be referred to the school finance director or school principal for further actions.
- If a student repeatedly comes to school with no lunch and no money, food service employees or other school personnel must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
 - If Concordia Lutheran School suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
 - If Concordia Lutheran School suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused.
 - All accounts must be settled at the end of the school year. Letters will be sent home approximately 10 days before the last day of school to students who have any negative balances. Negative balances of more than -\$5 not paid in full 10 days after the last day of school will force Concordia Lutheran School to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by Concordia Lutheran School.
 - Students who graduate or withdraw from Concordia Lutheran School and have \$25.00 or more left in their lunch account will be notified by mail by the finance director at the end of the school year and given the option to transfer the funds to another student or to receive a refund. If no response is received within 14 days the student's lunch account will close and the funds will no longer be available. Unclaimed remaining balances will be used to pay outstanding balances for other students.