



Procedures for Student Lunch Meal/Milk Accounts

The National School Lunch Program (NSLP) requires school food authorities (SFA) to establish written administrative guidelines and procedures for meal charges. St. John's Lutheran Ministries – School will adhere to the following meal charge procedure.

- Families and St. John's Staff are encouraged to pay in advance for hot lunches and milk for cold lunches. A family is recommended to prepay a month's worth and at least a week's worth. Cash or check will be accepted for payment into the family's hot lunch/milk account.
- This is shared in the School Parent/Student Handbook and through the School Newsletter, Crusader Chronicle.
- The hot lunch/milk accounts will be reviewed monthly on the last day of the month after lunch charges have been reviewed.
- The hot lunch/milk accounts reviewed at the end of the month with debt over \$10 will be sent a notice of Hot Lunch/Milk Debt letter and asked to provide monies to the family hot lunch/milk account at St. John's Lutheran School within 5 days of receiving letter.
- Debt not received within the month from previous notice will be contacted via phone call by School Food Authority to make arrangements for payment. Payment plans may be arranged with last payment being the final day of school for the current school year. Free & Reduced Lunch application will also be recommended.
- If a family repeatedly received notices of Hot Lunch/Milk Debt letter within a three-month span, the school principal will be notified. The school principal will reach out to the family to determine needs.
- All accounts must be settled at the end of the school year. Letters will be sent home 60 days before the end of the school year to families with any negative balances. Negative balances not paid in full within 30 days of receiving first letter will be called by SFA. Negative balances not paid by the end of the school year will be subject to St. John's Lutheran School taking action to collect those funds through means of a collection agency and be incurred as bad debt. This will be reported to the St. John's Lutheran Ministry Accountants.
- The families with graduating students or transferring students from St. John's Lutheran School and have more than \$10 in their hot lunch/milk account will be notified by the school 30 days prior to the end of the school year and given the option to transfer the funds to another student's lunch account or to receive a refund. The families with graduating students or transferring students from St. John's Lutheran School and have less than \$10 in their hot lunch/ milk account will NOT be notified but may contact St. John's Lutheran School to receive a refund. If no response is received prior to the last day of school, the family's hot lunch/milk account will close, and the funds will no longer be available. Unclaimed remaining balances will be absorbed into the lunch program.



USDA Nondiscrimination Statement 2015

This 2015 version is only allowable if the school food authority is claiming a religious exemption.

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2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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