**St. John’s/St. Mary’s**

**Meal Charge Policy**

The Food Service Departments recognizes that there may be occasions

when a deposit is forgotten. As a courtesy to our families, the following procedures are in effect.

. Pre-Payments for school meals are expected before getting meals.

. Parents/guardians are encouraged to monitor their students accounts online and keep an adequate amount of funds in the account.

. You may monitor account activity and/or deposit money online at facts family portal.

. Free and reduced applications are available. Request an application

From the school offices and turn back into the school office or email: [akaiser@myjacs.org](mailto:akaiser@myjacs.org)

Students

. Automatic, low-balance and negative-balance emails will be sent home once per week.

. Any student having more than a negative balance of $25.00 or more will not be able to charge lunch.

. All meal charges MUST be paid off by the end of the school year. Any unpaid charges will be carried forward to the next school year and count towards the ability to charge.

. Money remaining in an account will be carried forward to the next school year.

Adults

. Pre-Payments are expected before charging meals on their account.

. All meal charges MUST be paid off by the end of the school year. Any unpaid charges will be carried forward to the next school year and count towards the ability to charge.

. Money remaining in an account will be carried forward to the next school year.

**This policy also prevents lunch shaming with the specifics outlined in State Aid Section 31k as follows:**

. Prohibits the requirement of students who cannot pay for a school meal or who owe a negative balance to wear a wristband or handstamp.

. Prohibits the requirement of students who cannot pay for a school meal or who owe a negative balance to perform chores or other work

To pay for school meals.

. Prohibits the requiring of students to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative balance.

. Prohibits direct communication with a student about a negative balance unless our school has unsuccessfully attempted to contact the student’s parents/guardians first through email, telephone or mail.

. Prohibits discussing a negative balance with a student in the presence of other students.

For questions on the Meal Charging Policy please contact Amy Kaiser, Food Service Director, at: [akaiser@myjacs.org](mailto:akaiser@myjacs.org)

**USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the bases of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency the administers the program or USDA’s Target Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: **USDA Program Discrimination Complaint Form**, from any USDA office, by calling (866)632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1.Mail**

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or

**2. Fax:**

(833)256-1665 or (202)690-7442; or

**3. email:**

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

**This institution is an equal opportunity provider.**