

POWERS CATHOLIC HIGH SCHOOL UNPAID MEAL CHARGE POLICY:

The Powers Catholic Food Service Program makes wholesome, nutritious, and tasty meals available to all of our students, with the understanding and expectation that parents /guardians will be financially responsible and pay for their student's meals.

Additionally, this policy ensures and establishes consistent and clearly understood meal account procedures for parents and guardians and students throughout the Powers Catholic (PCHS) community while meeting the nutritional needs of our students.

Goals:

- To ensure that students have a healthy meal and that no child goes hungry.*
- To treat all of our PCHS students with dignity and confidentiality in our serving lines.*
- To establish clear positive communication among staff, administrators, teachers, students and parents/guardians.*
- To establish fair practices that can be used consistently throughout the PCHS community regarding meal charges and collection of charges*
- To assist the parent/guardian in assuming the responsibility of meal payments and to promote self-responsibility of the student.*

Scope of Responsibility:

PCHS Food Service Department:

- Responsible for maintaining meal account records
- Responsible for notifying the student's parent/guardian of negative balance according to the charging policy.
- Responsible for working toward a reasonable resolution, forwarding to the accounts receivable staff and/or administration as necessary per our meal charging policy.

The Parent/Guardian:

- Responsible to provide their student a lunch, whether it is brought from home or with funds to purchase one.
- Responsible for immediate payment of meals purchased from school.
- Responsible for monitoring the balance on their student's lunch account.
- Responsible for understanding that meal charges are a temporary solution and are not intended to address broader issues of a parent/guardian inability to pay for a meal for his/her child.
- Responsible for going to powerscatholic.familyportal.cloud and activating/setting up their student's meal account to ensure communication by the foodservice department as well as ensuring monitoring of their student's purchases. *(Student ID can be found on your student's schedule.)*

All families are encouraged to make meal payments in advance. Families are also encouraged to apply for free or reduced price meals by completing the Nutrition Education Benefits form found online on our school's webpage under Current Families, then dropping down to Lunch Information. The Nutrition Education Benefits form is available through our food service software called Meal Magic. The link is: powerscatholic.familyportal.cloud, or by just clicking on the Meal Magic link in our food service webpage.

Meal Charging Policy:

Although not required by law through the National School Lunch Act of the Healthy Hunger Free Kids Act, meal charging daily menu items will be allowed, as a courtesy to families, under the following conditions:

Charged meals are incurred when the student lunch account balance is insufficient to cover the purchase price.

- ***Only reimbursable meals may be charged. No a la carte, snack, additional entrees or beverage purchases will be allowed to be charged. (A reimbursable meal is comprised of a meat/meat alternate, fruit, vegetable, grain and milk. Students must choose at least three out of the five categories to have their meal considered a reimbursable meal or they will be charged a la carte pricing.)***
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- *Cafeteria cashiers will verbally notify students at the register when their meal account balance is low, specifically when a student charges a meal.*
- *Immediate repayment is expected for all charged meals.*
- *All unpaid meal charges will be added to the list of any outstanding fee or unpaid fines at the end of the school year. Payments must be made in full to the business office prior to graduation in order to receive a cap and gown. Underclassmen must have meal balance payments made in full in order to re-enroll either by semester or year.*
- *When a student lunch account falls below the total of two meal purchases, an email is generated to parents as a courtesy to notify parents that their student balance is getting low.*
- *When a student lunch account reaches a balance of -\$10.00 or below, the parent/guardian will be contacted by the PCHS food service department initially through an email, then a call.*
- *When a student account reaches a negative balance of -\$25.00 the parent/guardian will be contacted by our principal and/or president.*
- *When a student account reaches a negative balance of -\$40.00 families will be encouraged to provide meals for their student from home and further intervention will take place in coordination with the principal/president and the business accounts receivable staff to set up a re-payment plan.*

- *Seriously delinquent accounts may result in legal action as a last resort.*
- *When the current school year ends, any negative account balances will be considered bad debt and handled in accordance with the bad debt policy.*

USDA Non-Discrimination 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 basis 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 that 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:

mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or fax:

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

email:

program.intake@usda.gov

7.18.2025