



Elk County Catholic School System

Cafeteria Unpaid Meal Charge Procedure

Elk County Catholic School System's Food Service department recognizes adequate nutrition is essential to students' mental, physical, and academic growth. All children (grades PK through grade 12) participating in the national school lunch program, whether at a free, reduced, or paid rate, will receive a full reimbursable lunch meal that meets USDA requirements regardless if they do not have adequate money in their student account to cover the cost of the meal at the time of service.

If a student does not have adequate money in their student account or in hand to cover the cost of the meal at the time of service, all students may choose a meal from required component contributions to create a reimbursable meal. The Food Service Director runs a weekly report that automatically sends out an email to parents when the student account is (\$5.00). This email will continue to be sent weekly and if the account reaches five meals owed, the Food Service Director will then contact the parent by mail or phone to address any payment issues and recommend applying for the Free/reduced lunches if needed.

For students enrolled in grades nine through twelve, appropriate school personnel may individually and discreetly direct communications regarding a low balance or money owed by students. This is in addition to the communication to the parent/guardian.

The <https://www.schoolcafe.com/ELKCOUNTYCATHOLICSCHOOLSYSTEM> website is a pre-payment system whereby students' families/caregivers can pre-pay for reduced and paid meals as well as a la carte foods. Families may check their account balance and add money electronically from a computer or mobile device using this website. Money may also be added to student accounts via cash or check at the main office at each school. Payments for any meal(s) not received by a student approved for reduced meal prices or paid prices are carried over into the next month. Money left at the end of a school year is carried over into the next school year as delinquent debt and collection efforts continue into the new school year. If a student graduates and has money left in their student account, the Finance office sends full reimbursement to the household. If a student withdraws from school and has more than \$5.00 in their account, the Food Service department sends a letter to the household asking if they would like to receive full reimbursement.

Note: Act 39 of 2018 states that a school may restrict privileges or activities of students who owe money for school meals as how those restrictions apply to students who owe money for other school-related purposes. Students who withdraw from Elk County Catholic School System are required to pay their debt in full.

The above policy is provided in writing via student handbook, and on the school's website at www.eccss.org/cafeteria.

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