



**SAINT BERNARD CATHOLIC SCHOOL
MEAL CHARGING POLICY/UNPAID BALANCES
2023-2024**



The USDA Food and Nutrition Service SP 46-2016 requires schools to have an official policy to follow for unpaid meals. School meals should be prepaid weekly or monthly to ensure your child/children have sufficient funds to pay for meal purchases. Lunch balances will be sent weekly as an email notification through Titan/LINQ, but you may view your account balance online at any time.

For your convenience, online payments can be made online at www.stbernardschool.org/payment for no additional fee. You cannot pay directly on the Titan/LINQ system at this time. You may also send cash or check payments to school to be deposited into your shared family account. The custodial parent will be the responsible party for making the lunch account payments.

Student/families with a negative balance over \$40 will be notified of the amount due by either the school's secretary or cafeteria manager. If the balance is not paid in full after 3 days, or any negative balance remaining over 30 days old, the parent will be notified by the principal of the amount due and a payment due date. Accounts that remain negative for any amount after 60 days will be considered bad debt. At that time, the principal will contact the parent for an in-person meeting to discuss the overdue lunch account.

If a parent is having problems paying the lunch account and does not qualify for the free and reduced meals, please contact Principal Ryan Nowak by calling 812-649-2501 to arrange a payment plan.

When the school year ends, lunch accounts with any negative balance will need funds added in order to complete our year-end processing. Any negative accounts not paid by June 1, will be charged a \$10 overdue fee.

Students who leave will be issued a refund for any account balance over \$10. If the lunch account has less than \$10, an email will be sent on the last day of school, giving parents the option to transfer the funds or receive a refund. If the cafeteria has not been notified by June 1, all remaining funds will be transferred to the cafeteria account.

This institution is an equal opportunity provider.