



Bethlehem Lutheran School Food Service Program

Dear Parent or Guardian: USDA Policy Memorandum SP 46-2016 requires all School Food Authorities (SFAs) operating federal school meal programs to have a written and clearly communicated policy to address unpaid meal charges by July 1, 2017.

Lunch Account Guidelines

Bethlehem Lutheran School understands the importance of serving nutritious meals daily to our students. If meals are purchased through the school nutrition program, it is the parent/guardian's responsibility to keep a positive account balance in the student's account. In order to provide clarity and accountability surrounding the school nutrition program, the following procedures regarding student meal account balances have been put in place:

A notice will be sent out on Mondays and Fridays through email to the family letting them know if their lunch reaches a positive \$10.00 or less balance asking them to deposit money into their account.

When an account becomes over \$20 negative, the student will receive a letter home informing them of the balance due on their account and requires immediate payment.

ANY STUDENTS WITH A NEGATIVE ACCOUNT BALANCE GREATER THAN -\$40.00 WILL NOT RECEIVE THE DAILY SCHEDULED HOT LUNCH OR A MILK. We will make sure that students are offered an alternate entrée, such as a cheese sandwich, a carton of milk and a fruit.

It is not the intent of the school or the food service staff to punish or embarrass any student. Parents please do not put your child in the awkward position of not having money for meals. There are many ways to avoid consequence of this policy.

Parents are encouraged to apply for free and reduced meal assistance if there is a need. Please contact the school office if you are in need of a free and reduced application.

Rev. J. Patrick Niles
Administrative Pastor

Rev. Alan D. Kubow
Associate Pastor

Patrick R. Vanic
Principal

Parents are required to maintain a positive balance in their Family School Lunch Account. The lunch account is NOT A CREDIT CARD. It is recommended that accounts maintain a minimum balance of \$5.00 PER STUDENT.

At the end of the school year, if a family no longer has children attending school the family may request reimbursement of any balance in the student's account.

Remaining funds may be donated to an account to help other families. If there is no request for refund by June 15, and there is not a sibling in the school, any account balance amount of \$10 or less will automatically be transferred to an account to help other families.

Eighth graders with negative balances in the family lunch account must pay in full prior to participating in graduation ceremonies. Graduating eighth graders or withdrawing students with positive balances of \$5.00 or more will be refunded after the student's last day of school. Any remaining funds will automatically be transferred to a siblings account.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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