

Rapid City Catholic School Meal Charge Standard Practice

I. INTENT

The information provided below is to clearly communicate the meal charge standard practice within the Food Service Department.

II. PURPOSE OF THE STANDARD PRACTICE:

The purpose of this standard practice is to maintain consistent meal account procedures throughout the system. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- A. To treat all students with dignity in the serving line regarding meal accounts.
- B. To support positive situations with system staff, system business policies, students and parents/guardians to the maximum extent possible.
- C. To maintain standard practices that are age appropriate.
- D. To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.
- E. To maintain a consistent system standard practice regarding charges and collection of charges.

III. SCOPE OF RESPONSIBILITY

- A. The Food Service Department, with the assistance of school principals and the business office, are responsible for maintaining charge records and notifying the student's parents/guardians.
- B. The parents/guardians are responsible for immediate payment.

IV. ADMINISTRATION

ALL STUDENTS

- A. Families are encouraged to apply for free and reduced meals. Free and reduced meal applications are available on our website <http://rccss.org/food-services/> and at each school office.
- B. All parents/guardians need to set up an account on www.MySchoolBucks.com to get payment reminders.
- C. Parents/Guardians can make payments online at: www.MySchoolBucks.com or continue to send to the student's school.
- D. If accounts go negative, the food service administration will send out emails or letters to families. If after a few attempts no payment is received, the food service department will ask for the assistance of the school principals to contact the families for payment.
- E. All balances at the end of the year are rolled over with the student to the next grade. If the student is a senior, the balance will transfer to a sibling or refunded to the family.
- F. If a student is not returning and tuition is owed, the lunch balance is added to the collection.
- G. For delinquent accounts, a payment plan may be set up if needed. This will be evaluated on a case by case situation.
- H. Students will not be denied a reimbursable meal. Due to certain circumstances, parents may be contacted and asked to pack a lunch from home for their child.

V. IF LUNCH BALANCES ARE NEGATIVE:

ELEMENTARY STUDENTS

- At the end of the year, report cards will be held and parent portal may be disabled until payment is received.

MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS

- No a la carte items can be purchased, including doubles on meals.
- Students will not be able to take finals until accounts are replenished.
- At the end of the year, report cards will be held and parent portal may be disabled until payment is received.