



DIOCESE OF COVINGTON

Charging Policy of School Meals and/or Milk

The purpose of this policy is to insure compliance with federal reporting requirements for the Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

Students may pay for meals in advance, at the time of purchase or make electronic payments. Our charging policy at the Diocese of Covington School's is a five meal maximum, not to exceed \$15.00. Students will be served and charged for an alternate meal when they accrue an unpaid balance in excess of the dollar limit established by the Diocese. The Cafeteria Manager shall provide parents written notice when their child owes money to the school for meals. This policy is the same for an adult school staff.

Our school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record is available to parents at **K12PAYMENTCENTER.COM**. Each school shall inform the parents that meals can be paid for advance and that the balances may be maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the manager and/or Food Service Direction will investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encourage the parent to apply for free or reduced price meals.

This policy's provisions pertain to regular school lunch/breakfast meals only, **no a la carte items can be charged**. Federal policy prohibits the withholding of meals from a child as a form of discipline.

Legal Reference: 7 CFR 210

June 2018

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Submit your completed form or letter to USDA by:

- (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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