



DIOCESE OF COVINGTON  
Finance Office

### Charging Policy of School Meals and/or Milk

Meals may be paid 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 \$20.00. 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, free of charge, to the parents at **K12PAYMENTCENTER.COM**. Each school shall inform the parents that meals can be paid in advance and the balances may be maintained in their child's account to minimize the possibility that the child may be without meal money for any given day. If a student is without meal money on a consistent basis, the manager and/or Food Service Director 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.

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

This policy's provisions pertain to regular school lunch/breakfast meals only, **ala carte items cannot be charged**. Federal regulations prohibits the withholding of meals from a child as a form of discipline.

Legal Reference: 7 CFR 210

July 2019

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. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. 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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider. 7/18/2019