



680 Laporte Road • Morrisville, Vermont 05661
(802) 888-4758 • Fax (802) 888-3137 • www.bjams.org

Meal Charge Policy for Bishop John A. Marshall School

I. Purpose - The purpose of this policy is to establish consistent procedures for the Bishop John A. Marshall School to provide meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

II. Meal Definition – “A Unitized meal consists of all meal pattern components packaged in the minimum required serving sizes and delivered and served as a unit. Milk may be provided separately.”

General Statement of Policy–

A. The Bishop John A. Marshall School recognizes proper nutrition is essential for adequate learning to occur and to establish lifelong, healthy eating habits while also working to maintain the financial integrity of the school food service program.

B. It is the policy of the Bishop John A. Marshall School to offer high quality, healthy breakfasts and lunches that meet the federal guidelines to all students at a reasonable cost to ensure no child goes hungry.

C. Payments to student accounts are made electronically through the FACTS Family Portal, cash or check may be left in the lockbox outside the school’s main entrance. Pre-K families may leave payment in the grey box outside the business office in the new wing.

D. Families may apply for free and reduced-price meals at any time during the school year. Meal applications are distributed to households through the on-line enrollment packet and are available on our website; www.bjams.org. Applications and instructions were also published in the first edition of Friday Notes. Parents are encouraged to complete and return the applications as soon as possible. In addition, applications are available at the school office during regular business hours. If household size changes or income changes, families may re-apply for meal benefits any time during the school year.

1) Households who apply for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Federal guidelines allow a maximum of 10 days to approve a new application. No child is allowed a free or reduced price meal without an approved application or direct certification information on file. Parents will receive a notification letter of the student’s eligibility showing the effective date. If a notification letter is not received within 10 days, the parent should check with the approving official at the school to see if the application has been received.

2) Households who are receiving 3SquaresVT or Reach-Up benefits will receive a notification of eligibility letter based on Direct Certification from the school if the school has received information about your child(ren). If your household receives these benefits and you have not received this letter from the school, the school has not received information regarding eligibility of your child(ren), the household must contact the school immediately to provide current information.

3) Free and reduced-price eligible students may receive a breakfast and a lunch each day at no charge.

4) A la carte items, such as a separate carton of milk or a second entrée, are not allowed to be charged.

Meal Charge Policy –

A. If the student account has insufficient funds to pay for breakfast and/or lunch meals, students will always be provided a meal. Email reminders will be sent to families in the case of insufficient funds on the account. The school requests that families honor the school’s “Zero Balance Fridays” policy. “Zero Balance Fridays” asks that families pay all outstanding account balances each week.

B. Free and reduced-price eligible students will always be provided a meal regardless of unpaid student accounts.

C. A student eligible for paid meals who has ‘cash in hand’ at the time of meal service will be provided a meal regardless of unpaid student accounts. The ‘cash in hand’ will not be applied to past due accounts.

D. Students with an overdrawn account are not allowed to charge a la carte items.

Account Status Notifications –

A. Households are strongly encouraged to keep sufficient funds in the student accounts to cover weekly meal purchases. The food service employees from Bishop John A. Marshall School will notify each household of account balances on a weekly basis.

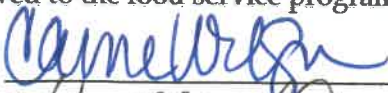

- Families can check their account balances online via the FACTS system.
- Families may contact the Food Service employees at hotlunch@bjams.org.

B. The family will be notified when the student account balance reaches a negative balance by email. The school asks that families pay outstanding balances each week and observe “Zero Balance Fridays.”

Collection of Unpaid Meal Debt –

When the student balance is negative, the following collection activities will be followed:

- The Food Service Manager/Director (or designated staff) will contact the household request payment.
- The Food Service Manager/Director will contact the business office assistant if no payment is received.
- The Principal will contact the household to discuss the requirement of the family to provide meals for the student.
- All funds owed to the food service program will be paid in full on the last day of school.

Approved by:  CARRIE WILSON 7/2/21
Principal Signature Printed Name Date
 Heather L. Gentry 7/7/21
SFA Representative Signature Printed Name Date