

Saint Aloysius Gonzaga School

4390 Bridgetown Road
Cincinnati, Ohio 45248

National School Lunch Program (NSLP) Meal Charge Policy

Effective Date: August 20, 2026

Purpose

The purpose of this policy is to establish consistent meal account procedures for Saint Aloysius Gonzaga School in compliance with the National School Lunch Program (NSLP). This policy ensures all students have access to meals while maintaining the financial integrity of the nonprofit school food service account.

Payment Expectations

Saint Aloysius Gonzaga School operates on a prepaid meal account system. Parents/guardians are expected to maintain a positive balance in their child's meal account. Payments may be made by cash, check, or approved electronic payment system.

Student Access to Meals

All students will be allowed to receive a reimbursable meal, regardless of account balance. Students will not be denied a meal due to insufficient funds. No student will be overtly identified or stigmatized for unpaid meal balances.

Charging Meals

Students are allowed to charge meals when funds are not available. Charges are limited to reimbursable meals only. A la carte items or extra food items cannot be charged and must be paid for at the time of purchase.

Negative Account Balances

Parents/guardians will be notified when account balances are low or negative through written notices, email, or phone communication. The school will make reasonable efforts to collect unpaid balances in a respectful and confidential manner.

Collection of Unpaid Meal Charges

The school will follow up on unpaid balances through reminder notices and direct communication with families. Households may be encouraged to apply for free or reduced-price meal benefits if eligible.

Unpaid Meal Charges (Bad Debt)

Unpaid meal charges are considered bad debt. Federal funds from the nonprofit school food service account will NOT be used to cover bad debt. Any uncollected balances may be recovered through payment plans or transferred to the school's general fund or other non-federal funding source.

End of School Year Procedures

Families will be notified of outstanding balances before the end of the school year. Positive balances will roll over to the next school year or be refunded upon request. Negative balances will remain the

responsibility of the household.

Free and Reduced-Price Meals

Information about applying for free and reduced-price meals is provided to all families annually. Applications are accepted at any time during the school year.

Communication of Policy

This policy will be distributed to all households at the beginning of the school year, included in the student handbook if applicable, and made available upon request.

Policy Review

This policy will be reviewed annually and updated as needed to remain in compliance with federal and state regulations.

Approved By: Melissa Tenhundfeld, Cafeteria Manager

Signature: Melissa Tenhundfeld

Date: 8/20/26