DIOCESE OF SHREVEPORT
Child Nutrition Program
Healthy Tools to Help at School

3500 Fairfield Avenue
Shreveport, LA 71104
(318) 219-7297
Fax (318) 868-5057

Pre-Paid Meal Policy, Meal Charge Policy, and Refund Policy

One of the goals of the Diocese of Shreveport Office of Catholic Schools Child Nutrition Program is to provide students with healthy meals each day. However, unpaid food charges place a large financial burden on our schools' cafeterias. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Diocese of Shreveport Office of Catholic Schools provides this policy as a com1esy to those students in the event that they forget their lunch from homeor parents forget to pre-pay for mealservices.

Meal Charge Policy: **Students who forget meals from home or do not have money in their lunch account may "charge" the cost of a meal and food items to be paid back no later than 10 days after purchase and subject to the terms in this policy.**

Pre-Paid Meal Policy

I. All meals are to be pre-paid. Payments can be made at the school cafeteria by check or cash, or online with www.myschoolbucks.com.

2. Parents are requested to set up for FREE an account at www.myschoolbucks.com to view all food purchases, payments made at school and monitor lunch account balances. You can also be reminded when lunch monies are due by setting up "Low-Balance Email Alerts", so that no meal charges will be incurred.

Meal Charge Policy

I. Cafeteria managers will verbally communicate with students so as to remind parents lunch monies are needed when account balances have been depleted. By communicating with students daily, the chance of them not having the needed funds is greatly reduced.

2. Outstanding Balance letters will be emailed at a minimum tv,ice monthly or sent home with the studentadvising parents of the outstanding balances. Parents are once again reminded to set up "Low-Balance Email Ale11s" at www. myschoolbucks.com.

3. Students whose parents do not pay their meal charges will be referred to School Administrators for assistance in collecting payment. School Administrators will work with students and parents to collect all lunch monies prior to the end of each nine weeks and/or the students last day in school. Principals also have the right to hold all academic student records and deny student privileges to include but not limited to field trips, aflerschool care, end of year activities, etc. until all meal payments are made.

4. If financial hardship exists, parents are encou raged to apply for FREE & REDUCED priced lunches for their child. Applications are sent home the first day of school. Application or reapplica tion for this USDA benefit can be done any time during the school year. Contact your cafeteria manager for the Free & Reduced Meal Application orcall
(318) 219- 7297 for one to be mailed to you.

Refund Policy

I. Any remaining lunch monies for each student will be carried over to the next school year.
Refunds for withdrawn, and graduating students will be provided with a written requestto
CNP, 3500 Fairfield Ave, Shreveport, LA 71104, please include your Child' s name and current mailing address.
An e-mail request to amiddlebrooks@dioshpt.org is also acceptable.

2. Unclaimed Funds must be reque sted within one school year. Unclaimed funds will then become the property of the Diocese of Shreveport Child Nutrition Program.

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. 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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at *How to File a Program Discrimination Complaint* 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: **Mail**: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail top 9410, Washington, D.C. 20250-9410; **Fax**: (202) 690-7442; or **Email**: program.intake@usda.gov.

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