



DIOCESE OF PATERSON
Catholic Academy of Passaic County

777 Valley Road
Clifton, New Jersey 07013
973- 777-8818

UNPAID MEAL CHARGE POLICY

Policy for Meal Charges: 7/1/17-6/30/18

The new year is upon us and this is a reminder regarding Nutrition Services policy for student breakfast/lunch charges during the school year. The Consortium of Catholic Schools of the R.C. Diocese of Paterson recognizes adequate nutrition is essential to student's mental, physical and academic growth. All children participating in the National School Breakfast/Lunch Program, whether at free, reduced or paid rate, will receive a full reimbursable breakfast/lunch meal that meets USDA requirements regardless if they do not have the adequate funds to cover the cost of the meal.

Please Note:

- ❖ All families are required to fill out new applications at the start of each school year.
- ❖ If a student qualified as Free/Reduced last year, the family has 30 operating days (beginning with the 1st day of school) into the current year to submit a new application. If the family does not submit an application during this time or is not directly certified, their status will be change to full price after the time to submit the application expired.

Method of Payment:

Invoices will be sent home at the beginning of the month for meals taken the prior month. Invoices are due the 10th of every month unless otherwise specified on the invoice due to holidays or weekends. After the 10th of the month the account is considered past due and a second letter will be sent home requesting payment within the next five operating days. If payment is not received, a third letter will be sent home or phone call will be made informing the parent of termination of services and possible consequences. The school office will work with families to establish payment plans if needed.

Payments for any meals not received by a family approved for reduced or paid prices are carried over into the next month. Money left at the end of the school year will be submitted to a collection agency unless prior payment arrangements were made. If payment arrangements are not kept, account will be automatically sent for collection. If the student withdraws or there are overpayments on the account, a refund will be issued.

The above policy is provided in writing via student handbook to all households at the start of each school year. The above policy is also available at the school website. This meal charge policy is provided to and is reviewed with all school level staff responsible for policy enforcement, including personnel responsible for collecting payment for meals and personnel responsible for notifying families of due amounts.