

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 in union with our elementary schools provides this policy as a courtesy to those students in the event that they forget their lunch from home or parents forget to pre-pay for meal services.

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

1. 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

1. 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 twice monthly or sent home with the student advising parents of the outstanding balances. Parents are once again reminded to set up "Low-Balance Email Alerts" 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, afterschool care, end of year activities, etc. until all meal payments are made. At the end of the school year, schools are responsible to collect all unpaid charges for payment to CNP.
4. If financial hardship exists, parents are encouraged to apply for FREE & REDUCED priced meals for their child. Applications are sent home the first day of school. Application or reapplication for this USDA benefit can be done any time during the school year. Contact your cafeteria manager for the Free & Reduced Meal Application or call (318) 219-7297 for one to be mailed to you.

Refund Policy

1. 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 request to 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 or sgerman@dioshpt.org is also acceptable.
2. Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Diocese of Shreveport Child Nutrition Program.