

Cathedral Elementary School

Aquinas Catholic Schools

Unpaid Meal Charges Policy

Updated: July 2024

It is the expectation that student meal accounts paid in full before the last day of the school year. We encourage you to pay ahead. Daily meal costs are posted on the monthly menus which are distributed to all households and can be viewed above.

Notifications

Monthly, written statements are sent home with students in family folders. Personal emails, letters or phone calls are placed when there is a lack of response to the statements and/or when overages meet or exceed \$100.00, although contact may be made to the parent/guardian when there is any delinquency. Up to date food service balances can be found by logging into Skyward or contacting the school office, cathedraloffice@aquinasschools.org or 608-782-5998.

Payment Options

If a lunch account becomes delinquent, a good faith payment plan may be offered by the school and may also be requested at any time by the parent/guardian. If a student's account is delinquent and that student has money to purchase a reduced or paid meal on any given day, the student will be provided a school meal. In the event the school has made every effort to contact the parent/guardian and the school has not received communications or payments from the parent/guardian, and if the parent/guardian does not send a cold lunch with their child, although not required by the U.S. Department of Agriculture (USDA), the school may offer the student a cold lunch in lieu of a hot lunch. Meal charges still apply to an alternate meal.

Legal Measures

In the event all above debt collection efforts have failed, Aquinas Catholic Schools, reserves the right to file a small claims case/suit in an effort to recover unpaid meal charges.

Policy Posting/Distribution

This policy is:

- Included in the back-to-school 'registration' packets
- Printed in the [Student & Parent Handbook \(PDF\)](#)
- Posted on the School
- Referenced on monthly food statements

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

1. Fax: (833) 256-1665 or (202) 690-7442
2. [Emailing USDA](mailto:Program.Intake@usda.gov) (Program.Intake@usda.gov)

Aquinas Catholic Schools is an equal opportunity provider.