

## Holy Trinity Lunch Policy for Unpaid Charges

Holy Trinity Catholic School participates in the government Free and Reduced Lunch Program. In order to follow government policies regarding our free and reduced lunch program, we are required to put into writing what we will do if a family falls behind in lunch payments. Our policy is the following:

- 1) All lunch balances are available every day on FastDirect and are updated with new balances around 1:30 every day that lunch is served.
- 2) For those who do not have the ability to access FastDirect, a written note is sent home through the oldest child when a balance gets low.
- 3) Verbal communication for a low or unpaid balance will be to parents only.
- 4) When a family falls behind and owes money, a written notice is sent through the oldest child and a minus balance is on FastDirect.
- 5) Families may apply for free or reduced lunches at any time of the school year.
- 6) After the third written note has been sent regarding an unpaid balance, children in that family will be given a complete lunch, but will only have the option of a sandwich.
- 7) The Holy Trinity Kitchen staff will always see that every child has lunch and that no child will go hungry