

McDonnell Area Catholic Schools

Unpaid Meal Charges Policy

OUR MISSION

Centered on Jesus Christ and His Church, we partner with families to nurture young people's spiritual, intellectual, physical, and moral formation through a PreK-12 Catholic liberal arts education and vibrant student life of discipleship, athletics, and the arts.



OUR VISION

MACS will be a beacon of faith, hope, and love by inspiring each student to embrace his or her identity as a beloved son or daughter of God, while discovering and developing their unique gifts.

We will immerse students and families in an authentic Catholic culture which fosters love of truth, beauty, and goodness.

We will challenge all students to pursue academic excellence, critical thinking, and intellectual inquiry.

We will prepare McDonnell graduates to be a transforming force within society, sharing the Gospel and working for the common good as productive, virtuous citizens.

Unpaid Meal Charge Policy

- In the unfortunate situation that a student does not have enough money or carries a negative balance in their meal account, McDonell Area Catholic Schools will act in alignment with our Mission, Vision, and Core Values of--faith, honor, academic excellence, healthy living, community, and servant leadership.
- Students that are requiring lunch but are delinquent in meal funds will still be given the same lunch as the other students in order to foster the proper learning environment in all McDonell Area Catholic Schools preK-12 grade.
- The fact being, that the student is not yet responsible for their financial situation and it is the stance of McDonell Area Catholic Schools that these students should not and will not be penalized or treated differently from other students for a situation that is beyond their control.
- However, the person or persons responsible for the student's finances will be contacted to reconcile the meal account.
- Staff meal accounts are to be kept in good standing meaning that the account should contain a zero or positive balance. Staff that have delinquent accounts more than \$50 will not be able to purchase lunch until the account balance is reconciled and brought to good standing.
- The process of McDonell Area Catholic Schools for all unpaid meal accounts is as follows:

Delinquent Debt and Collection of Unpaid Meal Charges

- It is the policy of McDonell Area Catholic Schools to provide a quality foodservice meal program to the families that send their children to us. In order to provide the quality of meals desired there are various financial resources required to cover salaries and food cost. For these the school has been authorized to charge meal fees which are due and payable during the academic year that the child(ren) are participating. The expectation is that the student meal accounts are to be kept in good standing meaning with zero or positive balance in order for students to purchase meals on a daily basis.
- Balance reminders are sent out weekly to help avoid negative meal account balances.
- All lunch accounts must be brought to a zero or positive balance by the end of the academic calendar year. At the end of each academic year meal accounts may be identified as "delinquent" OR "potentially delinquent". In order to collect these funds, McDonell Area Catholic School have established the following procedures.

- Graduating Seniors will be notified in writing and via email May 1st of any outstanding meal fees and that there will be no transcripts or participation in graduation ceremonies until all outstanding unpaid meal fees are paid.
- Transfer Students will be notified in writing and via email within 5 work days of the family informing the school of their child(ren)'s transfer of any outstanding meal fees and that there will be no transcripts until tuition and fees are paid in full.
- Continuing Students will be notified in writing and via email July 1st that their meal account is delinquent and that until such time that there is payment or a payment plan worked out with McDonell Area Catholic Schools Business Office, their child(ren) will not be able to participate in any extra-curricular activities OR restart the upcoming academic year.
- Families that have left will be notified in writing that their account is delinquent and that a payment plan has not been worked out with the McDonell Area Catholic Schools Business Office, and that they should contact the McDonell Area Catholic Schools Business Office within five business days, or McDonell Area Catholic Schools will have no option but to proceed with our collection process.
- Staff will be notified in writing that their account is delinquent and that a payment plan has not been worked out with the McDonell Area Catholic Schools Business Office, and that they should contact the McDonell Area Catholic Schools Business Office within five business days, or McDonell Area Catholic Schools will have no option but to proceed with our collection process.

Collection Process

- After three failed attempts to contact the family or staff member with no attempts or payments being received to reconcile the meal account McDonell Area Catholic Schools will have no option but to proceed with our collection process as follows:
 1. Send a letter including a copy of the current bill - Final Letter - Certified Collection
 2. File small claims
 3. Garnishment of wages
 4. Account will proceed to collections

Bad Debt

- When local officials determine further collection efforts for delinquent debt are not possible or too costly, the debt must be reclassified as "bad debt."
- When this uncollectable debt becomes bad debt, it is written off as an operating loss.
- Food service funds may not be used to cover costs related to the bad debt.

- These losses must be restored using non-federal funds such as the school district's general fund. A transfer must be made into the Nonprofit School Food Service Account to cover the loss.
- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.

COMPLAINTS OF DISCRIMINATION

Parents and guardians have the right to examine the record and file a grievance in situations where a requested modification is not granted. Schools or districts should follow their procedures for grievances and complaints alleging civil rights discrimination (including Wisconsin protected classes) in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

USDA NONDISCRIMINATION 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, 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, audiotape, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider. 7/27/2026