



Queen of the Apostles

CATHOLIC PARISH & SCHOOL

Financial Management for School Lunches Policy

1. The lunch prices for students and adults shall be reviewed and/or established by the Parish Finance Council prior to the beginning of each school year. Prices are subject to change at any time by the Finance Counsel if deemed necessary.
2. Free and reduced lunches shall be offered in accordance to State and Federal regulations. Reduced lunch prices shall be reviewed and/or established by the Finance Counsel prior to the beginning of each school year and shall not exceed the maximum price established by State or Federal regulations.
3. When an individual or family account is at \$0.00 or less, a notification is sent to the parent as a reminder that the account is low.
4. Accounts due should not be allowed to exceed one week, and when it does, the parent shall be asked to send a cold lunch for their student until the account is made right.
5. Students who qualify for free lunch shall not be denied participation in the lunch program because of an outstanding account.
6. Lunch money will be collected in the office and should be deposited with the business office as soon as possible.
7. Payment accounts shall be maintained by the building secretary.

*Adopted December 2, 2019
Wisconsin Statutes: 115.34*

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.