



OUR LADY OF GRACE
CATHOLIC SCHOOL

"Expanding Minds. Growing Faith. Inspiring Service."

Our Lady of Grace Cafeteria Financial Policies for Families & Students

We care about our students' health and well-being. It is Our Lady of Grace Cafeteria's top priority to feed students meals to ensure they have the best opportunity to learn every day.

Meal Payments:

No meal payments are needed for students for this school year as Our Lady of Grace is enrolled in the Community Eligibility Program (CEP) for both breakfast and lunch which allows us to offer **no cost meals** to all students.

A la Carte Snack Payments:

Payment for a la carte snacks is expected to be **pre-paid** or paid on the **day of service**. Payments can be made the following ways:

- **Cash, check, or money order** made payable to *Our Lady of Grace Cafeteria*. Please make sure your students name is on the payment. Please put cash in an envelope or bag with your student name(s). Students should turn in snack money to their homeroom teacher or the school office in the morning. There is a \$30.00 fee for bounced checks.
- **On-line payments** may be made at [LINQConnect.com](https://linqconnect.com). There is a **convenience fee** charged by the software when paying via credit card.
 - **Families will be informed and reminded mid-year (OLG bulletin) of the free methods of putting money on a student's account to avoid credit card fees.**
- **Low balance notifications** and **automatic recurring payments** can be set-up in LINQ Connect to help for student accounts current.
- Chilled water with cups is available for students who do not have a beverage.
- We believe learning opportunity exist outside the classroom. Students are responsible for their own cash snack money. The cafeteria will not replace lost or stolen cash.

Charge Policy:

- Students will not need to charge meals as the meal cost is \$0.00 for all students.
- Students may not charge a la carte items (snacks & beverages) to their account without prior parent authorization. Even with parent authorization, charges will only be allowed up to \$5.00.
- Negative balances will be communicated to parents/guardians via email.



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Graduating and Non-Returning Students with Positive Account Balances:

- **Graduating 8th Graders Pre-Paid Account Balances:** Parents of graduating students with a positive meal balance are sent an email a week prior to the student's last day asking how they would like the remaining funds returned. Any remaining positive meal account funds are automatically transferred to a younger sibling(s) in the same household after the last lunch of the school year. Families are also given the option to donate remaining funds to a student of their choice or the *Eagle Meal Fund*.
- Refunds over \$5.00 are made by check payable to the parent/guardian. Smaller amounts may be refunded with cash. A signature will be required upon receipt.
- **Withdrawing/Non-Returning Students:** Please contact the cafeteria for a refund of pre-paid meal funds if your student is withdrawing or not returning over the summer. If your student does not return and has a positive pre-paid meal balance, an email will be sent notifying the parent of the right to a refund and requesting current mailing address.
- **Unclaimed Pre-Paid Funds:** In compliance with **USDA** standards, all funds on student meal accounts must be attempted to be returned to the parent/guardian as our students receive free meals. Unclaimed funds occur when a household has moved, especially over the summer, and all attempts at contact for their new address have been unsuccessful. These unclaimed funds will be applied to the *Eagle Meal Fund* when no response to contact attempts within 60 days after email family to help families that need assistance with meal account debt.

Cafeteria Financial Policy Communication Methods:

This financial policy will be communicated to families:

- Published on the OLG cafeteria website (English and Spanish pdf).
- Published link in the OLG Cafeteria Information at the beginning of each school year.

If you have any questions or concerns please contact the OLG Cafeteria:

Cathy Lawson, Cafeteria Director 931-3070 clawson@olgcs.org
Mike Desmier, Business Manager 931-3070 mdesmier@olgcs.org

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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