



# St. Mary Catholic Schools

*Grades P3-12*

## Food Service – Effective 2017/2018 School Year

St. Mary Catholic Schools Food Service has put the following policy in place to handle account balances. At any time please call the food service office at 920-967-0107 for questions or an account balance.

You will receive a low balance email when the account falls below \$10.00. If you do not receive notifications, please call the food service office at 920-967-0107 as we may not have your correct email address.

At a **negative -\$35.00** you will receive an email and a phone call. If there is no answer during the phone call, a message will be left.

Once an account reaches a **negative -\$35.00**, a \$1.00 service charge will be added each day the account is used.

Once per month all accounts will receive a balance update. This will show if the balance is negative or positive. So please pay close attention to see if money is owed.

Payments may be made in the following ways:

- At any school by dropping off a payment to the campus administrative assistant clearly marked for food service and the students name. If it is to be split between siblings, please note that. Please be aware it may take one to two business days to reach the food service office to be posted to the account.
- Mailed directly to food service office at 900 Geiger St., Neenah, WI 54956.
- You can use your banking bill pay option to have a check sent directly to the food service office at 900 Geiger St., Neenah, WI 54956. Please put food service in the memo line and student name.
- At SMCHS, payment may be given directly to the cashier.

If you are over the negative balance limit but receive free or reduced price benefits, you will still be able obtain a meal. However, you will not be able to purchase ala carte items including cold lunch milk.

Free & Reduced applications are available on SMCS website or in the food service office. One may be emailed or sent USPS if requested.

All negative debt must be paid by the end of the school year. All negative debt must be paid before exam passes are issued at SMCHS.

This institution is an equal opportunity provider.