



St. Mary Catholic Schools
Grades P3-12

Memorandum

To: Families with students in St. Mary Catholic Schools

From: St. Mary Catholic Schools Food Service

Date: January 5, 2017

Topic: Food service balance policy

Important Food Service Announcement

Are you aware that the State of Wisconsin food service program is set up as a pay-in-advance program? This means you should always have a positive balance in your child's account if he/she eats food service lunches on a regular basis.

Each time an account falls below \$10.00, a notification goes out to the family electronically. If you receive one of these emails and your child eats hot lunch on a regular basis, you should immediately send in payment to be posted to the account. There is a buffer in place to cover the lag time in posting payments but several families have allowed negative balances to rise to unreasonable amounts.

In order to prevent this situation from continuing to occur, beginning with the second semester, parents will be charged an extra \$1.00 for each day their children eat with their account showing a negative balance beyond the buffer built in for posting payments. Parents will receive a courtesy phone call the first time this service fee is about to go into effect for their account.

Please help us avoid extra phone calls and time in manually posting payments by keeping your child's hot lunch account balance positive. If you have questions about what your child is eating, you can request details about what is being purchased by responding to the electronic balance notification.

Feel free to contact the food service office at 967-0107 with questions or concerns.