



## Meal Charge Policy

Dear Parent or Guardian:

This letter is sent to inform you of our operating procedures in regard to the charging of student meals.

Although it is the primary responsibility of the parent/guardian to provide their child a lunch, whether it is brought from home or funds to purchase one, Holy Spirit School will not refuse a student from receiving a hot lunch due to lack of funds. It is the household's responsibility to ensure individual food service meal accounts have sufficient funds. A positive account balance is expected to be maintained. Charging into the negative is considered temporary and a privilege offered to households who might lose track of their account balance.

**The following meal option will become effective if the student's account balance reads negative \$10.00.** When a negative \$10.00 balance occurs, the student will receive a "no charge meal." This means that the student will not be permitted to purchase the menued meal until the balance is paid in full, **but** will be provided a sufficiently nutritional alternative.

Courtesy e-mails and deposit requests will be sent to alert parents when meal balances fall below \$5.00 and again when the balance falls into the negative. Parents can help us by making sure their e-mail information is current within Infinite Campus. Households may view account balances and meal history on the Infinite Campus portal. Households may also call or e-mail the Lunchroom or School Office to inquire about a balance.

All payments should be made via deposit to your student's online Food Service Account using debit or checking account information via <https://holyspiritschool.revtrak.net/>. You must first have an Infinite Campus portal User Name and Password in order to do this.

Free and Reduced Lunch applications are accepted throughout the school year. Applications are initially sent home in August and should be turned in at the Open House or before the first day of school. However, we continue to accept applications all year. You may request an application at any time by calling or emailing the School Office.

Please help our department and your student by keeping track of their account. If you have any questions please contact Lisa Feist, Food Service Director at 616-735-6033 or [lunch@hsparish.org](mailto:lunch@hsparish.org).

Sincerely,

Lisa Feist

Food Service Director 616-735-6033

Holy Spirit Catholic School