



## FOOD SERVICE PAYMENT POLICY SY 25-26

St. Mary's Springs Academy food service strives to provide nutritious meals at a reasonable cost to parents. We are regulated by the United States Department of Agriculture (USDA) who considers providing for a child's basic needs (such as food) to be a parental responsibility. Schools are not required to provide meals for students who pay the full or reduced price when they do not have adequate funds in their account to purchase a meal.

Any family may apply for free or reduced priced lunch provided by subsidies from the federal government. Applications are available at each school office during the school year and the school website. The USDA regulation (section 1.321) states that a student bringing full payment for a meal on any given day must receive that meal, regardless of account balance. In other words, if a family owes money to the school district for meals, but sends the full amount of payment needed to purchase lunch for that day, those funds cannot be applied to their negative account, and the child must receive the meal they have currently paid for.

Payments may be made in one of several ways:

**Payments by Check or Cash:** Checks can be made payable to SMSA and paid at any school office or mailed to Food Service, St. Mary's Springs Academy, 255 County Road K, Fond du Lac, WI 54937. We do not recommend cash payments, which can be lost or stolen, but if you choose to send cash be sure to put it in an envelope with your name as the payor and your student name(s) on the envelope or on a note inside.

**Online payments:** Food service payments can be made online using eFunds. Access is through the skyward family account on the food service page. [Make a payment link](#) will take you to eFunds page with instructions to set up the account. We use family accounts so you only have to set up one account. Payment funds are shared between all family members. One payment will cover all students. When looking for a student ID to set up the account, look at skyward family access student info page, "Other ID" is located below the student picture. There is a small processing fee for eFunds payments. Also available is a mobile app for payments. Information and instructions are available [here](#).

**Banking bill pay option:** You may use your banking bill pay options to have a check sent directly to the business office at 255 County Road K, FDL, WI 54937. Include food service on the memo line with family and student names so the business office can process the payment correctly. Please remember there will be a **several day delay** for the check to reach the business office.

**Families will receive a low balance email when their family account falls below \$10.00.**

**An automated telephone call will go out to families once a week once the balance becomes negative.**

**A la carte purchases (smart snacks, second entrée's etc) will be automatically turned off when the account balance reaches \$-25.00 and will not be turned back on until the negative balance has been eliminated.**

**There will be email communication to families that have an account balance of \$-40.00 with a payment request, followed up by a telephone call from the food service director.**

**Food service will be shut off for family accounts at \$-50.00 until payment is made on the account. If a child has money to purchase a meal at the time of the meal service, the child will be provided a meal only.**

Parents/guardians may review their child(ren)'s food service purchases through skyward family access. Use the food service link on the left to review the weekly purchases of each student. Skyward gives the parent the ability to look at previous weeks purchases to check on what the student has been purchasing. Questions regarding family access should be directed to [jpoetzel@smsacademy.org](mailto:jpoetzel@smsacademy.org).

**Don't want to allow your child to make additional purchases? Or limit the amount they may purchase on a daily basis?** Skyward has the ability to allow parents/guardians to set daily limits for each of their children or not allow any extra purchases through family access. In family access, select food service on the left side and then "Set Purchase Limit". Or you may contact the food service director [mkarrmann@smsacademy.org](mailto:mkarrmann@smsacademy.org) with your request. Unless the food service account is completely turned off, the student will always be able to purchase a lunch and additional milks.