Unpaid Lunch Policy 2026-2027

School Lunch, sponsored by the federal government, is offered to all students. There are three price categories: full price, reduced price and free. All are available to children in grades kindergarten to eighth if qualifying factors are met.

Payments for lunch are to be made on Monday (or the first day of the week). Please send the check made to St. Stephens or pay online with Fast Direct. With the child(ren) name on the memo line. The family can pay with one check for all the children in the family. For those children eating cold lunch, milk may be purchased on a daily basis in the cafeteria.

- We ask if cash is sent to please put in an envelope with the student's name and the amount enclosed.
- With payments that are brought to school there are two boxes located in the school the payments can be placed. There is one box in the hallway near the kindergarten room. And the other is located outside the principal office. They are locked boxes so they are secure and checked daily.
- Emails will be sent daily if balance is negative. Parents can also check their balances on the Fast Direct website.
- Remaining balances at the end of the school year will be reimbursed to the families unless you would like it carried over to the next school year.
- IF A STUDENT ACCUMULATES -$25.00 BALANCE IN THEIR LUNCH ACCOUNT. THEY WILL BE OFFERED A CHEESE SANDWICH AND FRUIT AND A MILK. IF THE BALANCE REMAINS NEGATIVE FOR 10 DAYS THEN THEY WILL NOT BE SERVED A LUNCH UNTIL THE ACCOUNT IS BROUGHT TO A POSITIVE BALANCE.

Please contact Kelly Wittnebel, Food Service Director, 920-885-6484 or cooks@saintstephen.org

Kelly Wittnebel

Food Service Director

412 W Maple Ave.

Beaver Dam, Wi 53916

Please Print, Sign and date and return at Registration.

Family Name:_____

Print Family Name:_____

Date:_____

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.