

**FREEDOM CLASSICAL ACADEMY
POLICY NO. 2400
MEAL CHARGE POLICY**

I. Purpose

The goal of Freedom Classical Academy is to ensure that students have access to nutritious meals to support their academic success through the National School Lunch Program (NSLP) on campus. At the same time, it is imperative that the financial stability of the nutrition program be protected. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures for our location participating in the NSLP. The provisions of this policy pertain to full-priced lunches only.

Freedom Classical Academy will maintain records to demonstrate how the policy was implemented and communicated to households.

II. Policy

A. Reimbursable meal (“meal”)

B. Full-Priced Meals - Elementary and Middle School students’ parents/guardians will pay for meals at the identified and published amount for the school year. Payment will be conducted online or through payment in the front office of the campus. Students will be allowed to charge full priced meals up to \$30. Parents are billed and may mail in payments or students and/or a parent may pay in a designated area away from the cafeteria serving line. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.

C. Free Meal Benefit - Students identified as eligible to receive free meals will be allowed to receive one (1) free meal during lunch each day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.

D. Reduced Meal Benefit - Students identified as eligible to receive reduced-price meals will be allowed to receive one (1) reduced price

meal during lunch each day. Students will be allowed to charge reduced priced meals up to \$30. Parents are billed and may mail in payments or students and/or a parent may pay in a designated area away from the cafeteria serving line. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.

E. Parents/Guardians - The responsibility for meal payments to the campus belongs to the parent/guardian. Lunches are to be prepaid online or through the front office of each campus in advance of the meals being served. Charging is only allowed up to \$30. Funds should be maintained in students' lunch accounts to minimize the possibility that a student may be without meal money on any given instructional day.

At the end of the school year, any remaining funds for a particular student will be carried over to the next school year unless the parent/guardian requests a refund in writing. Parents/guardians may provide the campus with a written request to have the remaining funds of a withdrawn or graduating student refunded. Parents/guardians will be given the option to transfer the remaining funds of a graduating student to a sibling's account with a written request.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced price lunches for their child(ren) at any time over the course of the school year.

III. Notifications to Households of Low or Negative Balances in Campus Lunch Accounts

Notices of low or deficit balances will be sent to parents/guardians at the following specified times:

- A. The student's household will be notified when a student's account charges reach negative \$3.00 or more everyday at 5:01 p.m.
- B. The campus will notify households of negative balances via email notifications sent through Infinite Campus to parent emails. Accounts over \$30 will have notifications mailed monthly to the household on file in Infinite Campus.
- C. Notifications to households will include the amount of unpaid meal charges, the link to the parent portal for electronic payment and instructions on how to send in cash/check payments.
- D. The consequences of non-payment will be determined on a case-by-case basis.

- E. The person responsible for managing unpaid meal charges is the campus administration or their designee. Unpaid meal charges will be electronically tracked through the student information system's point-of-sale system.

IV. Delinquent Meal Charge Debt

Delinquent meal charge debt is allowable in the school's nutrition program up to \$30 and may be carried over to one successive school year for returning students.

- A. At the end of the school year, campus administration and the Executive Director will evaluate delinquent debt.
- B. Efforts to collect delinquent debt will be handled by the campus administration or their designee through email, letter, phone call and Required Parent Conferences.

V. Staff Meal Charge Policy

Staff charging is not allowed. One meal will be allowed to be charged on the account at any given time. When staff receives a meal the account must have a positive or zero balance to charge the one meal.