

Meal Charge and Alternate Meal Procedures

I. Purpose

Scholar Academy (“the School”) participates in the National School Breakfast Program (“NSBP”) and National School Lunch Program (“NSLP”). The School provides meals to its students pursuant to these programs and offers free or reduced price meals to eligible students. Participating students who are not eligible for free or reduced price meals may receive meals at the School at the normal paid rate.

These procedures address how the School will handle situations where students eligible to receive reduced price or paid rate meals at school do not have money in their account or in hand to pay for the cost of a meal at the time of meal service. These procedures also address, among other things, where families can find assistance with applying for free or reduced price school meals, alternate meals, notification and collection of unpaid meal charges, and how the School will communicate these procedures to families and School personnel.

II. Information about Free or Reduced Price Meals

- A. Prior to or at the beginning of each school year, the School will provide to the parent or guardian of each student:
 - (i) Information about school meals, including prices for the meals and acceptable methods of paying for the meals;
 - (ii) Information about the NSBP and NSLP, including how students qualify for free or reduced priced meals under the programs; and
 - (iii) An application for free or reduced priced meals under the NSBP and NSLP.

- B. The School will provide the information and application as follows:
 - (i) The information and applications will be provided electronically through e-mail and hard copies will be available at Back to School Night. A copy will be updated each year on the website. The School Food Service Manager will distribute the forms via e-mail to parents who request a form once the school year has started.
 - (ii) The School will not provide the information and application at the end of the school year for the next school year, but will provide the information and application on or after July 1 of each year.

- C. Completed applications should be returned to the School as soon as possible, but completed applications will be accepted by the School throughout the year. Parents or guardians should contact the food service manager at 435-566-6957 for questions about or assistance with applying for free or reduced priced school meals.

III. Students Unable to Pay for Meals

- A. Students who are unable to pay for a meal at the time of meal service, either because they don’t have sufficient money in their meal account or on their person, will be

allowed to charge the meal to their meal account unless their meal account balance is negative in the amount of -\$10 or more.

- B. Students allowed to charge a meal to their meal account under the terms described above will receive a regular reimbursable meal as opposed to an alternate meal.
- C. This Section does not apply to students who have qualified for free meals under the NSBP and NSLP, as such students are not required to pay for reimbursable meals at the School.

IV. Alternate Meals

- A. Students whose meal accounts have a negative balance of -\$10 or more will not be allowed to charge a regular reimbursable meal to their account. Under those circumstances the School will offer such students an alternate meal. The School will charge such students for an alternate meal. This paragraph does not apply to students who have qualified for free meals under the NSBP and NSLP, as such students are not required to pay for reimbursable meals at the School and will never be denied a regular reimbursable meal by the School.
- B. Alternate meals may consist of a cup of fruit and carton of milk for breakfast, a sandwich and carton of milk for lunch.
- C. Alternate meals will be presented in the lunchline.

V. Notifications Regarding Balances; Collection Efforts

Scholar Academy believes keeping a student's lunch balance account in the positive is the responsibility of the parent or guardian. Information on lunch balances is current available on a daily basis through the Aspire system that parents have access to. Parents may also contact the Food Service manager or the office for assistance in lunch balances. Notification will be given as a courtesy when the following occurs.

- A. The School will notify parents or guardians of low meal account balances. When a student's meal account reaches a balance of \$5.00 or lower, the School will notify the student's parent or guardian of the low balance by email and request that payment on the account be made prior to the account reaching a negative balance.
- B. The School will notify parents or guardians of negative meal account balances. When a student's meal account has a negative balance, the School will notify the student's parent or guardian of the negative account balance by email for accounts up to -\$10.00, and telephone calls for account on or over -\$10.00 and request payment on the account be made as soon as possible.
- C. When a student's meal account reaches a negative balance of at least -\$20, the School will continue to notify parents or guardians as described above and may also turn the account over to collections.

- D. The School may contact parents or guardians of students with delinquent meal accounts to inquire if the household might be eligible for free or reduced price meal benefits under NSBP and NSLP.
- E. The School Food Service Manager at the School is generally responsible for managing meal account balances and balance notifications and can be reached at 435-566-6957 for questions or concerns related to such matters.
- F. The School Food Service Manager at the School is generally responsible for managing the School's collection efforts and can be reached at 435-566-6957 for questions or concerns related to such matters. Accounts with large balances and no response from parents who have been notified several times may be handled by the principal and can be reached at 435-566-6957.
- G. The School will maintain documentation of the balance notifications and collection efforts described above, as this may be requested as part of federal or state audits.

VI. Communication of Procedures

- A. Prior to or at the beginning of each school year, and upon a student transferring to the School during the school year, the School will provide to the parent or guardian of each student a written copy of these procedures electronically as part of the registration packet.
- B. In order to ensure that these procedures are applied consistently and correctly, the School will also annually provide a copy of these procedures to all School personnel who are responsible for or involved in:
 - (i) Collecting payment for meals at the time of meal service;
 - (ii) Notifying parents or guardians of low or negative meal account balances;
 - (iii) Collection efforts for delinquent meal accounts;
 - (iv) Distributing these procedures and the information described in Section II; and
 - (v) Enforcing any aspect of these procedures.
- C. The School will post these procedures on its website and may also choose to provide additional copies to parents or guardians of students whose meal accounts reach a negative balance.
- D. The School will maintain documentation of the communication methods described above, as this may be requested as part of federal or state audits.
- E. Students, parents, and the School community were involved in developing these communication procedures.

VII. Review of Procedures

- A. The School will review these procedures annually and revise them as it deems necessary.