

LUNCH CHARGE POLICY

In compliance with the *Healthy, Hunger-Free Kids Act of 2010* and SP 46-2016, the LEA implements the following lunch charge policy:

Local Meal Charge Policy Considerations

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch;
2. The limit for student charges is \$100;
3. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations;
4. Families can find assistance by contacting the Head of School;
5. The school will notify households for negative balances by email or direct mail;

Local Meal Charge Policy Communication Requirements

1. Households will be notified of the charge policy at the beginning of each year;
2. Transfer students will be notified of the charge policy during enrollment;
3. Parents will be notified at the time of any changes to the charge policy;
4. Staff will be trained annually on the lunch charge policy.

Alternate Meal Policy Considerations

1. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations.

Delinquent/Bad Debt Practices

1. Households be notified of delinquent debt monthly;
2. Households who are delinquent will be reviewed and/or encourage to submit an application;
3. Households will be notified by mail of unpaid meal charges, expected payment dates, and collection efforts;
4. The Head of School will determine whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment;
5. Accounts with a negative balance as of May 31 may be referred to the school's legal counsel or designated collection agency for payment;
6. The school may solicit donations or use general fund collections to ensure that funds will be obtained to restore any unallowable bad debt to the School Food Service Account.

Reference: SP 46-2016; Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

Adopted: June 2017