

EDKEY, INC. – SEQUOIA CHARTER SCHOOLS

Unpaid Meal Charge Policy

PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the Edkey, Inc. sites. Pursuant to State and Federal Regulations all Child Nutrition Programs on the NSLP are required to "break even" at the close of each school year. The goals of this policy will ensure the completion of this goal on an annual basis. To that end, the policy is:

1. To ensure that all students have a healthy meal and that no child goes hungry
2. To treat all students with dignity and confidentiality in the serving line regarding meal accounts
3. To support positive and clear communication among staff, administrators, teachers, students and parent/guardian
4. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
5. To establish a consistent policy regarding charges and collection of charges

SCOPE OF RESPONSIBILITY:

The Food Service Department:

1. Responsible for maintaining charge records
2. Notifying students/parents/guardians of outstanding balances by phone, mail and email

The Parent/Guardian:

1. Maintain a positive balance in your child's lunch account
2. Contact the Food Service Department and/or the School to resolve any issues with your child's lunch account

POLICY and PROCEDURE:

1. Once the student's account goes below \$5.00, the student/parent/guardian will be informed that the funds are running low and will be asked to add more funds to the account to avoid going into the negative
2. Once the account goes below \$0.00 the student/parent/guardian will be informed that if the account gets to -\$5.00 for REDUCED and -\$10.00 for PAID an "Alternative" meal (sample: cheese sandwich, vegetable, fruit and milk) will be served. This notification will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions and assistance. The consequences of non-payment will be determined on a case-by-case basis

3. The student/teacher/parent/guardian will be informed of the excessive balance until the account is brought back to good standing. This will be done by phone, mail and email
4. When a parent/guardian has applied for free/reduced meal, but before the school has been notified of eligibility, the student will be given a reimbursable meal. If the parent/guardian for FREE meal status is approved then the balance owed for unpaid meals is forgiven. If the application for REDUCED meal status is approved then the student/parent/guardian is still responsible for pay the full account balance and bring account into good standing
5. If a household application is not returned within 30 days of the first day of school the student will automatically be placed on PAID meal status

COMMUNICATING THE POLICY:

1. The written unpaid meal charge policy will be communicated by posting on the school websites and available at each school's front office, at open house/meet the teacher/orientation, student handbooks, with household applications and with Food Service employees at each school