

CLEARFIELD ALLIANCE CHRISTIAN SCHOOL

LOCAL MEAL CHARGE POLICY

The goal of the School Meal Programs is to provide nutritious meals to children during the school day. Children may receive lunch at reduced cost or at no cost to them if they are categorically eligible for free meals or if they qualify for free meals based on Federal poverty guidelines.

School Policies

The Local Meal Charge Policy will be communicated in writing to parents/guardians and all staff each school year. The Local Meal Charge Policy will also be posted on the school Website.

1. Parents/Guardians will be provided with information in regard to applying for free/reduced meals on the first day of the school year and when requested by a parent throughout the course of the school year.
2. To ensure identification of all students eligible for free/reduced lunch, the school will perform a direct certification match on a weekly basis using the PrimeroEdge System.
3. The school will notify parents by letter when they have been granted benefits for free/reduced price meal status.
4. Students who request a meal will not be denied a meal even though they do not have money in their meal account or with them at the time of service. A meal can only be denied if the students' parent/guardian has directed the school in writing to withhold a meal.
5. A student who cannot pay for a school meal or owes money for school meals will not be stigmatized, publically identified, be required to perform work or chores, or be made to discard a school meal after it was served.
6. When a student owes money for five or more school meals, the school will make a minimum of two attempts to contact the student's parent/guardian and request they apply for participation in the school food program.
7. Charges will continue to accrue to the student's school lunch account although there may already be a negative balance.
8. The initial two attempts at communication in regard to money owed for school meals will be sent via mail directly to the parent/guardian. The envelope will be marked "confidential- to be opened by addressee only". The students will not be approached, questioned, or otherwise informed by the school of money being owed for school lunches.
9. Following the two initial attempts to contact the student's parent/guardian in regard to delinquent debt, the school will continue to attempt to make contact until the balance owed is paid. This may include communication via text, email, and phone.
10. Any delinquent debt which is being actively pursued will be carried over to the subsequent school year.

- 11.** Delinquent debt will be handled in the following manner:
 - Parent/Guardians are notified by letter of negative balances
 - Direct Certification is run weekly to ensure all eligible students are receiving benefits
 - Assistance will be provided to parents/guardians with applying for free/reduced meals
 - If necessary, an administrator will complete an application on behalf of the family
 - The school will establish a payment plan with families who have delinquent debt
- 12.** Parents /Guardians will be given advance notice of a low meal account balance. They will be notified when their student's meal account reaches a balance of \$5.00.
- 13.** At the end of the school year,if a negative balance would be remaining in the school's overall food service account , monies will be transferred from an appropriate school fund into the food service account to cover the amount of debt incurred.