



Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

MEAL CHARGE POLICY

Purpose

The goal of C.S. Lewis Academy is to provide student access to nutritious no or low-cost meals each school day.

However, unpaid charges place a large financial burden on the Academy. The purpose of this policy is to ensure compliance with the federal 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 procedures to address unpaid meal charges throughout C.S. Lewis Academy. The provisions of this policy pertain to regular priced school lunch meals only.

C.S. Lewis Academy provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

Policy

- I. Free and Reduced Meal Eligible Students
 - a. Free Meal Benefit: Free meal eligible students will be allowed to receive a free breakfast and a free lunch each day. Meal applications take up to ten (10) days to process and do not cover any previous lunch charges. All meals received before the application approval will be charged at the "Full Price Rate" and must be paid in full. A La carte purchases must be paid or prepaid.
 - b. Families can apply for free and reduced priced meals at any time during the school year.
 - i. If the student's family receives benefits from the Special Nutrition Assistance Program (SNAP), the Family Employment Program (FEP) or the Food Distribution Program on Indian Reservations (FDPIR), or Medicaid, the household qualifies for meals at no charge.
 - c. Reduced Meal Benefit: Reduced meal eligible students will be allowed to receive breakfast at \$0.30 and lunch for \$0.40 each day.
- II. Full Pay Students
 - a. Full Pay Students: Students will pay for meals at the school's published paid meal rate each day.



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- b. Parents/Guardians are responsible for timely meal payment to the food service program. Students/Parents/Guardians may pay for meals in advance at the school's front office. Cash, check, debit and online payments, through the school's website, are all accepted. Funds should be maintained in accounts to minimize possibility that a child may be without meal money on any given day.
- c. Any remaining funds for a particular student will be carried over to the next school year.
 - i. A written or e-mailed request for a refund of any money remaining in their account must be submitted by withdrawing or graduating students. Money can be moved to a siblings account upon request.
 - ii. Unclaimed funds must be requested within one month of the end of the school year. Unclaimed funds will then become the property of C.S. Lewis Academy Food Service Program.
- d. Negative Accounts
 - i. All students shall be allowed, if needed, up to a \$10.00 negative balance. This \$10.00 leeway is to give sufficient time for payment processing.
 - ii. First notice: Parents/Guardians will be notified by email when the account balance is over the \$10.00 negative balance.
 - iii. Second notice: Parents/Guardians will be notified by a letter when the account balance is low and before reaching a \$30.00 negative balance.
 - iv. Third notice: The Academy's Director of Education will call the parent/guardian of a student to inform him/her of the increasing negative account balance.
 - 1. The school may begin collection efforts, including employing a collection agency, if the debt is not paid by a specific date.
 - 2. 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 and families are encouraged to apply for free or reduced price meals for their child if applicable.

II. Nondiscrimination

- a. There will be neither segregation nor discrimination against any student because of his or her ability to pay the full price of the meal or due to his or her eligibility for free and reduced priced meals.



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- b. The names of the students eligible to receive free and reduced price meals shall not be published, posted, or announced in any manner and there shall be no overt indemnification of any such students by any means.
- c. The food service staff will exercise sensitivity and confidentiality in serving students with insufficient or negative meal accounts. No employee will subject a student to embarrassment or ridicule based on the balance in his or her meal account.