

# Meal Charge Policy

**PURPOSE:** The purpose of this policy is to establish consistent meal charge account procedures for Valley Academy. Unpaid charges place a financial strain on the Food Service Department. The goals of this policy are to treat all students with dignity in the serving line regarding meal accounts and to encourage parents/guardians to assume the responsibility of meal payments.

**RESPONSIBILITY:** The Food Service Department is responsible for maintaining charge records. The Food Service Director and secretaries are responsible for notifying the student's parent/guardian of low or outstanding balances. Administration is responsible for supporting the Food Service Department in collection activities. Parent/Guardian is responsible for maintaining a positive lunch account balance at all times.

## REGULATIONS:

1. Parents will receive an email, phone call or letter when the student account is in the negative of \$5.00 or more.
2. The school will send notification by email, phone call or letter with an account balance of a deficit of \$25.00 or more. Families may be notified of their ability to fill out a free and reduced meal application. Administrators will address further collection efforts at their discretion.
3. Students will be offered a reimbursable meal, but no a la carte items will be debited to a negative lunch balance.
4. Upon registration each family will receive a copy of the meal charge policy.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY), Valley Academy is an equal opportunity provider and employer.