

## **Valley Academy Charter School Meal Charge Policy**

### **PURPOSE:**

The purpose of this policy is to establish consistent meal charge account procedures for Valley Academy Charter School. Unpaid charges place a financial strain on the Food Service Department. The goals of this policy are:

- To establish a consistent school policy regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with staff, students and parents/guardians to the maximum extent possible.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To ensure that parent/guardian and student are aware that any information regarding meal accounts is strictly confidential and will only be discussed with them.

### **SCOPE OF RESPONSIBILITY:**

The Food Service Department is responsible for maintaining charge records in cooperation with the Purchasing/Cashier Secretary. Purchasing/Cashier Secretary is also 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 balance 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-price School Meals application. Administrators will address further collection efforts at their discretion.
3. Students will be offered a reimbursable meal, no ala-carte items will be debited to a negative lunch account balance.
4. Upon registration each family will receive a copy of the meal charge policy.

VACS may adopt procedures to promote parents being informed prior to becoming delinquent in addition to this policy.

**NOTE:** 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.

**Approved by Board Vote 02-14-19**