



Hawthorn Academy Student Lunch Payment and Unpaid Meal Procedures

The purpose of these procedures is to clarify the process by which students purchase their lunches and the responsibility of the school to provide lunch to students who fail to pay for their lunch.

1. Hawthorn Academy operates its lunch program online and students are to **pay for their lunch in advance**. Lunch may be paid with cash, check or Instant Payment online. If the school receives two insufficient fund checks the school will require cash or Instant Payments online.
2. Parents may pay for lunch in advance for the current school year only. An up-to-date account will be kept for each student. As it is the parent's/guardian's responsibility to be informed about their student's account balance, parents/guardians may request the current balance by contacting the school office or emailing the school's Kitchen Manager/ Director during regular school hours.
3. When a student fails to have sufficient funds in their account to pay for **lunch (-20.00 or more) a Minimal Lunch will be provided**. The minimal lunch consists of a grain, a fruit and a protein and will be charged at the same price as a regular lunch of \$3.00. A minimal Lunch will be provided until the balance of the unpaid lunches is paid and brought into positive balance.
5. The student's family will be **notified twice a week** when the student has a negative balance. Communication will be sent out to the family as well when the student starts to receive a Minimal Meal.
6. A la carte items (extra milk, water bottles and extra entree) can be purchased with the student's lunch account if the student has money in their lunch account. Students will not be allowed to go into debt (**Charge**) in their lunch account in any amount for A la Carte items. A la carte will be offered during regular lunch service.
7. Families can submit an application for **Free& Reduced Meal Benefits** at any time during the school year. Click here to print out a form in [English](#) and here for [Spanish](#). You can also apply directly from your Aspire Account [Here](#)
7. Parents have until the last day of the current school year to inquire with the school office for reimbursements of funds still in the student's account if their child will not be attending HA the next year. The balance of funds left in the **Withdrawn Students** account will be transferred to the school's donation account. The balance of funds for Students who continue at HA the next year will be carried over.