



Policy Type: Required
Policy Title: Child Nutrition Program Charges
Effective: August 10, 2017

Purpose and Background

National school lunch and breakfast, are federal programs in which this school participates. Pricing policies for school meals are determined at the local level, including decisions about whether or not to extend credit to parents who do not have meal money in their students' accounts or whether or not to provide alternate meals to such students.

Lakeview Academy receives partial reimbursement for meals served to students who do not qualify for free meals. Parents must make payments to a student's account to make up the difference between the federal reimbursement and the cost of the meal. This policy applies only to school meal payments, not a la carte sales.

If students qualify for free or reduced-price school lunch, their meals are reimbursed in whole or in part with federal funds. Otherwise, the meal reimbursement is minimal and parents are expected to pay for their students' meals.

The purpose of this policy is to explain how Lakeview Academy will notify parents/guardians about money owed for student meals and to assure and remind parents and school employees that students will never be confronted or embarrassed about money owed for school meals.

Parents will receive the following information from Lakeview Academy:

- Notices about school meals;
- Notices stating the prices for meals;
- Requirements to qualify for reduced-price or free meals;
- Ways to provide payment for meals;
- The policy for delinquent accounts.

Lakeview Academy may send reminders of the policy throughout the school year through letters home, the school newsletter, announcements, phone calls or other reasonable and effective means of communication to contact parents.

Lakeview Academy will provide instructions to parents on how to apply online for free/reduced-price meals. The school will also provide the school's designated meal prices. The school will provide computers in the lunchroom for parents who do not have access to a computer at home.



If a 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), the household qualifies for meals at no charge, once the school receives notice of student's or family's eligibility, they do not have to complete or submit a free/reduced-price form. Lakeview Academy will send the household a letter informing parents of a student's eligibility for free meals. If a parent or family qualifies under one of these programs and has not received such a letter before school starts, the parent should contact the school's food services.

Payments and Meal Verification

Lakeview Academy must verify at some point in each student's meal service, that the meal is reimbursable or non-reimbursable. The school will credit meal payments from parents to the student's account within one week to assure all funds are accurately applied to meal accounts as soon as possible.

If a student/family qualifies for free meals, no payments are due. If a family qualifies for reduced-price meals, the school will charge no more than \$.40 for lunch.

Payment options for student meals include cash or check at the front desk or credit/debit card online.

Delinquent Balances and School Procedures

Lakeview Academy will notify parents weekly of students with delinquent balances in their school lunch accounts by any of the following methods:

- The automated school lunch payment system;
- E-mail or phone call from cafeteria director to the parent;
- Telephone conversation with the parent from the school director;

If parents have been notified of a delinquent account balance and no payment has been received, the account may be turned over to a collection agency (no federal funds may be used for the collection of funds).

Lakeview Academy may complete an application for free/reduced-price meals on behalf of the parents, if school personnel have knowledge of the parent's financial circumstances and only for extenuating circumstances. The school will notify parents that an application has been completed on their behalf ("Eligibility Manual for School Meals," July 2015, pg. 45).

If a student repeatedly has no money in the student's school lunch account and a student meal is not provided from home, school officials will consider the circumstances in the home (e.g., potential abuse or neglect, homelessness, etc.)

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and may contact Child Protective Services.

Availability of this Policy to All Lakeview Academy Families and Guardians

This policy is made available to the public on our website at lakeview-academy.com. This policy is also made available to all Lakeview Academy families and guardians through the following communications:

- At the beginning of the school year this policy will be sent out with “back to school” information.
- Given to all new student families at enrollment.
- Emailed to all families before the school year starts. If the school does not have an email address on file, the family will receive a paper copy in the mail.

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- mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- fax: (202) 690-7442; or
- email: program.intake@usda.gov.

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