



Meal Charge Policy As Participants of the USDA Child Nutrition Program

I. Purpose

The goal of Las Puertas Community School is to provide students with healthy meals each day. However, unpaid charges place a financial burden on our school and its ability to provide a sound financial environment for our students, their families and our staff. The purpose of this policy is to insure compliance with federal reporting 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 uniform meal account procedures for Las Puertas. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, Las Puertas provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

II. Policy

Full Pay Students - Students will pay for meals at the Las Puertas' published standard rate each day. A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will be offered a designated menu alternate. Sample: cheese sandwich, veggie sticks, fruit and milk. This designated menu alternate will be charged to the child's meal account at the standard rate.

Free Meal Benefit - Free status students will be allowed to receive a free breakfast and lunch each day.

Reduced Meal Benefit - Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of six (6) meals to their account after the balance reaches zero. Once a student has charged those six meals, he/she will be offered a designated menu alternate. Sample: cheese sandwich, veggie sticks, fruit and milk. This designated menu alternate will be charged to the child's meal account at the reduced rate.

Full Pay Students - Students will pay for meals at the district's published standard rate each day. A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will be offered a designated menu alternate. Sample: cheese sandwich, veggie sticks, fruit and milk. This designated menu alternate will be charged to the child's meal account at the standard rate.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

Students/Parents/Guardians pay for meals in advance with a check payable to Las Puertas Community School. Funds should be maintained in accounts to minimize the possibility that a child may be without meal

money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Refunds for withdrawn and graduating students: a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Las Puertas Community School.

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 lunches for their child.