



Long Valley Charter School

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Meal Charge Policy

Approved by: Board of Directors

Date: July 11, 2017

Number: 4003

Purpose:

The goal of the Long Valley Charter School is to provide students with healthy meals each day. However, unpaid lunch charges place a financial burden on our Food Services Department. 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 the Long Valley Charter School. 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, the Long Valley Charter School provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

Procedures:

Meal Accounts: Once a student is enrolled, a meal account will be established. Meals will need to be paid for in advance at the front office.

Full Pay Students: All students will pay for meals at the published rate each day. A student will be allowed to charge a maximum of \$40.00 to their account after the balance is exhausted and reaches zero. Once a student has charged \$40.00, he/she will not be allowed to charge any more meals to their account until the balance is paid in full. Parents will be contacted to arrange a meal option.

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 will need to pay for meals in advance at the schools front office. Meal funds should be maintained in student accounts to minimize the possibility of having a negative meal balance.

Refunds for withdrawn and graduated students: a written request for a refund of any money remaining in the account must be submitted to the Long Valley Charter School. An e-mail request is also acceptable. Students who are graduating at the end of the year

will be given the option to transfer the funds 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 Long Valley Charter School Food Service Department.

Balances Owed: collection of owed balances will follow the policies and procedures set up by the Title 2, Code of Federal Regulations, (2 CFR), Section 200.426. Unpaid meal charges will be carried over at the end of the school year and the students' report card will be withheld.

Collections for the unpaid meal charges will continue into the new school year.