



The Academy Meal Charge Policy

Pursuing Truth, Wisdom, Excellence

Mission Statement: The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

Background

USDA established policy SP 46-2016 to address the need for school food authorities (SFAs) participating in the Food and Nutrition Service (FNS) National School Lunch Program (NSLP) and Breakfast Program (SBP) to institute a meal charge policy. As provided in SP 46-2016, no later the July 1, 2017 all SFAs operating the Federal school meal programs are required to have a written meal charge policy.

Objectives

- **Feed our students - A HUNGRY CHILD CANNOT LEARN.**
- **We are here to assist you – PLEASE REACH OUT**
- **Parents are ultimately responsible for the account balances of their children.**

A meal charge policy will clearly identify the process steps taken to support parents, students, and the food service program at The Academy. This process will also promote the development of self-advocacy skills of our students by using them as the first step in the notification process when account balances get low or charges have occurred.

Charges – Account Payment Support

Charging meals is discouraged to help keep meal prices down. Unpaid meal charges have a negative impact on the financial stability of our Nutrition Service Program. The Food Service Program should be self-supporting as not to infringe on The Academy's general fund.

Parents/guardians may sign up for My School Bucks, a web-based program that allows parents to deposit money into students' accounts and view utilization activity. The program can send email notifications when account balances get low. The program is also accessible through The Academy school app which will allow payment to be made from a smart phone. Information about signing up for My School Bucks, menu's, and meal prices can be found by going to our web page and clicking on the "Pay for School Fees" link and then the "Nutrition" link on the right side of the "Pay for School Fees" page.

REMEMBER WE ARE HERE TO ASSIST YOU IN ANY WAY. PLEASE REACH OUT. Parents or guardians who are struggling to cover the cost of meals are encouraged to complete a free and reduced application. Applications are available online (on the "Nutrition" page) or may be obtained in the school office. If you need assistance in completing this form or have any questions, please call 303-439-6110 or visit the Finance Manager at the Main Campus. The information is confidential and will **NOT** be shared with anyone unless approved by you.

Charges – Notification and Collection

The nutrition staff will be discreet with all notifications. All students will be treated with respect. We are here to serve our students.

When a student’s account becomes low, the cashier will verbally remind a student. Once the account reaches a negative balance, Food Services will notify the Finance office and a letter or email will be sent notifying parents/guardians. We will feed your student a complete reimbursable full meal. We will continue to notify as negative balances accumulate.

The maximum **negative** balance allowed for all students is **\$50.00**. Again, once the account reaches a negative balance, Food Services will notify the Finance office and a letter or email will be sent notifying parents/guardians. We will feed your student a complete reimbursable full meal.

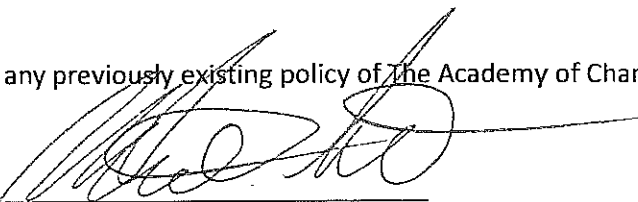
A notification by phone or email will be made. If payment is not made within 5 days, your account may be turned over to a collection agency.

Unpaid balances at the end of the school year will be added to your student fees in our Student Management System, PowerSchool. Consequences for failing to pay school fees are covered in The Academy’s School Fees policy and may include turning the unpaid fees over to a collection agency.

Thank you for your support of our Nutrition Service Program.

POLICY HISTORY

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

Board Chair Signature: 

Date of Adoption: 12/18/17