

Enlace Academy
Procedure for Student Lunch Account
Charge Policy
2022-2023

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Enlace Academy will adhere to the following meal charge procedure.

Student Meal Prices

Breakfast

First Meal FREE

Second Meal - \$2.57

Lunch

First Meal FREE

Second Meal - \$4.31

Adult Meal Prices

Breakfast - \$2.95

Lunch - \$4.95

Lunch Accounts

Students may,

- receive up to two meals maximum a day as long as there is money on student lunch accounts to purchase a second breakfast and or lunch meal. No a la cart purchases are available.

Faculty/Staff may,

- receive a breakfast and or lunch meal as long as there is money on lunch accounts to purchase meals. No a la cart purchases are available.

Lunch Account Deposits

Money may be applied to lunch accounts through the school's secretary via cash or check. Money will be deposited in lunch accounts for the day's meal service if turned into the school secretary prior to 9:00am. Debit and credit card lunch payments may be made by logging into mymealtime.com parent portal. Mymealtime.com may also be accessed through Enlace's webpage; <http://www.enlaceacademy.org/nutrition-program>. If you experience trouble setting up an account, contact MealTime customer support at 1 (800) 755-0904 Monday through Friday, 5:00am – 5:00pm Pacific Time or email support@mealtimeclm.com.

In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights rules and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex

(including gender identity), gender and sexual orientation), disability, age, or retaliation or retaliation for prior civil rights activity.

Program information may be available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or the USDA TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, the Complainant must complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to the USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the complainant's alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) of the nature and date of the alleged violation of the civil rights. The completed form AD-3027 or letter should be sent to USDA by:

1. **mail:**
US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.