

**NORWICH FREE ACADEMY
FOOD SERVICE PROGRAM – CHARGING POLICY
2024-2025 SCHOOL YEAR**

It is the collective position of Norwich Free Academy and Chartwells Dining Services that NFA students will have the necessary nutrition to remain focused during the school day. To that end, we have agreed upon the following charging policy for the 2024-2025 academic year.

- NFA students may charge breakfast and lunch up to \$10. The afterschool snack is provided to any student free of charge.
- Throughout the year if and when a student owes \$10 or more in meal charges, the account will be considered delinquent. Parents/guardians will receive a letter informing them of the amount owed.
 - **The outstanding balance may be paid in cash with a Chartwell's cashier during the daily lunch period or by using our on-line payment system, MySchoolBucks. Access MySchoolBucks at MyNFA>Parents on the NFA website, www.nfaschool.org.**
 - **Parents are encouraged to apply for Free and Reduced price school meals by visiting www.nfaschool.org/chartwells-food-service.**
- At the conclusion of the school year, delinquent food service accounts will be handled in the same manner as other unmet student financial obligations (e.g. missing/lost textbooks, uniforms, school issued equipment, etc.).
 - NFA will notify the student and his/her parents/guardians in writing of the food service debt.
 - Parents should make checks payable to Norwich Free Academy and have their child bring the check and the letter you received to the cafeteria.
 - The cafeteria will validate the debt as paid by stamping the letter "Received".
 - The student will bring the validated letter to the Director of Student Affairs, who will then clear the debt.
- The NFA Administration and Chartwells Dining Services Management will re-evaluate this charging policy at the conclusion of the 2024-2025 academic year.

Thank you in advance for your prompt attention to this important matter, and for your continued support of Norwich Free Academy.

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made 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 USDA's 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, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 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.