



MEAL CHARGE POLICY

Our schools participate in the National School Lunch Program and School Breakfast Program. SLA Management is our contracted food service provider. Participation in the school meal programs is not a requirement, and students may choose to bring their lunch from home if they wish. However, if students make purchases in the cafeteria, parents must ensure that their children have adequate funds in their cafeteria accounts.

Cafeteria Accounts

Every student is automatically set-up with a cafeteria account upon enrollment. Parents can manage their children's cafeteria accounts by visiting www.SchoolCafe.com/K12Food or downloading the SchoolCafé mobile app. With SchoolCafé, parents can check their child's cafeteria account balance; monitor account activity; make payments using a credit or debit card; confirm that payments have been received; and sign-up for low-balance reminders or autopayments. We encourage parents to prepay for school meals. Prepaying for meals helps to eliminate the worry of lost or forgotten lunch money, and any potential situations that could develop in the cafeteria over negative balances.

Charged Meals

We understand how busy life can be, and that there may be times that parents forget to fund their child's lunch account, or children may leave their lunch money at home. To ensure our students are prepared to learn, we allow students to charge \$15 to their cafeteria account on a temporary credit basis when they have insufficient funds in their account. This extension of credit applies to reimbursable meals only and does not include a la carte items (including milk, snacks or extra entrees). Adult meal charges are not permitted.

Once a student has charged a maximum of \$15 on credit, a student may be provided with an Alternate Lunch. An Alternate Lunch is different than the daily advertised meal and may be provided to students who have exceeded the established maximum negative balance and did not bring lunch from home or money to purchase a lunch. An Alternate Lunch consists of a cheese sandwich, fruit or vegetable and a milk and meets the USDA's Smart Snack requirements; it will continue to be charged against the student's account balance at the regular rate. The student

will continue to receive an Alternate Lunch each day that they attempt to purchase lunch while their balance is insufficient. Once a payment has been fully processed and the student's balance exceeds the cost of a hot meal, they will once again be eligible to purchase the regular meal. Charging for meals will be discontinued during the last month of school. At the end of the school year, any unpaid meal charges will carry over to the next year

A La Carte Charges

Students must have cash in hand or funds in their cafeteria accounts to purchase a la carte snacks. Parents who wish to opt-out of the a la carte snack program can complete an Opt-Out Form, which is available on the school's website.

Negative Balance Letters

Negative balance notifications will be sent home to parents when a student overdraws his or her lunch account. If a student repeatedly comes to school without lunch or lunch money, the cafeteria manager will report this to the principal. If financial hardship exists, households will be encouraged to apply for free or reduced meal benefits.

Refunds/Transfers

At the end of the school year, cafeteria account balances will automatically rollover to the next school year, unless a parent submits a refund or fund transfer request through SchoolCafé. Refund and transfer requests will be processed at the end of the school year, or earlier upon notification of withdrawal of the student. Check refunds will not be processed for amounts less than \$5. Account balances must be requested within one year after graduation or withdrawal.

Returned Check Procedures

If a check is returned as unpaid, the face amount plus an additional fee of \$25 will be due immediately to the program. Payment should be made by cashier's check or money order.

Free and Reduced-Price Meals

Households may qualify for free or reduced-price meals based on the Federal Income Eligibility Guidelines. Parents who have not received a letter of direct certification from the school are encouraged to complete an online application at www.SchoolCafe.com/k12Food. School district meal applications will not be accepted. Applications may take up to 10 school days to process. Until your application is processed, parents should provide children with a meal from home or send money to purchase school meals. For additional information regarding free and reduced-price meals, please visit the school's website.