TMSA Schools

School Nutrition Meal Charge Policy

TMSA Schools is committed to ensuring equitable access to nutritious meals while maintaining the financial sustainability of its School Nutrition Program. This policy establishes uniform standards for meal payment requirements, parent notification, student protections, and compliance with federal and state regulations governing the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

Meal Payment Requirements

1. All student and adult meals must be paid for at the time of service.
2. Students are permitted to charge up to a maximum of **two (2) reimbursable meals** to their account. Once this limit has been reached, students will not be allowed to purchase additional meals unless sufficient funds are available on their account or payment is provided at the time of service.
3. Reimbursable meals, à la carte items, second meals, snack items, and all non-reimbursable purchases must be paid in full at the time of purchase.
4. Adult meals and adult à la carte purchases are not eligible for deferred payment or charging privileges.
5. Negative account balances beyond the equivalent cost of two (2) reimbursable meals are not permitted.

The School Nutrition Department shall implement internal controls to ensure compliance with this no-charge policy and to prevent the accumulation of unpaid meal debt.

Parent Communication and Account Management

Families are responsible for maintaining sufficient funds in student meal accounts.

To support compliance:

1. Families are strongly encouraged to:
    - Monitor meal account balances regularly; and

    - Pay for meals using the designated online payment platform or by submitting cash payments directly to the school.
2. The School Nutrition Department may provide reminders regarding low account balances through approved communication channels.
3. This policy shall be:
    - Distributed annually at the beginning of each school year,
    - Given to transfer students upon enrollment; and
    - Published on the school's official website.

Student Protections and Confidentiality

In accordance with federal regulations and USDA guidance, TMSA Public Charter Schools will ensure that:

- No student is overtly identified, stigmatized, or subjected to disciplinary action due to an inability to pay.
- All point-of-service procedures protect student confidentiality.
- School personnel are trained annually on civil rights requirements and proper implementation of this policy.

Financial Assistance

TMSA Public Charter Schools encourages eligible families to apply for free or reduced-price meal benefits.

1. Applications are available annually and may be submitted online or in paper format.
2. Eligibility determinations are made in accordance with federal guidelines.
3. Families remain responsible for all meal payments unless and until eligibility for benefits has been officially approved.

Non-Discrimination Statement

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, 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 Program Discrimination Complaint Form English [409.6 kB] , Program Discrimination Complaint Form Spanish [389.3 kB] and 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:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(833) 256-1665 or (202) 690-7442; or

email:
Program.Intake@usda.gov

TMSA
PUBLIC CHARTER SCHOOLS
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This institution is an equal opportunity provider.