

AMERICAN LEADERSHIP ACADEMY

Off Program Unpaid Meal Charge Policy

1. PURPOSE.

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department.

2. SCOPE.

2.1 Responsible Department(s). All departments.

2.2 Responsible Parties.

The Food Program Department, Campus Directors, and Campus Office Managers are responsible for maintaining charge records, notifying the student's parent/guardian regarding unpaid charges, and obtaining immediate payment or setting up payment arrangements.

3. Policy.

3.1 General Guidelines.

This policy addresses the need for School Food Authorities (SFA) to institute and clearly communicate a meal charge policy, which includes the availability of value meals. These guidelines seek to address student meal accounts that either do not have enough money in their account or in hand to cover the cost of the meal at the time of service. This policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

3.2 Goals

- * To treat all students with dignity in the serving line regarding meal accounts
- * To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- * To establish policies that are age appropriate
- * To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- * To establish a consistent district policy regarding charges and collection of charges

4. Administration.

4.1. Prepayment. Families are encouraged to prepay for meals and money is accepted in the school office every operating day & online via Infinite Campus Parent Portal access. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, and is included in the student handbook. Families who are enrolled in the non participating campuses are still expected to maintain a positive balance in their students meal account.

4.2. Dissemination. Families will be notified of the school Unpaid Meal Charge Policy via email blasts to all families before the school year begins and with each new transfer student.

4.3 Collection. The following procedures are conducted for students whose balance remains negative in excess of -\$30.00 or more:

4.4.1. Calls, emails, and invoices placed in the student's backpack on delinquent accounts are made on a weekly basis to try to collect payment.

4.4.2. If a child has money to purchase a value or paid meal at the time of the meal service, the child must be provided a meal.

4.4.3. No charges are allowed for extras or a la carte foods on any negative accounts.

4.5. Value Meal. A meal will be provided to the student if their meal balance account is in excess of \$30.00, and no payment arrangement has been made.

4.5.1. The Value meal will include a well balanced meal, which will include a sandwich with a fruit and milk but not given extras or an extra meal. The meal will be charged at a lesser rate than the regular priced meal.

4.6.1. High School Campus, students with negative balances in excess of \$30.00 or more will receive one (1) item from the value menu options. Students will not be able to purchase a la carte items or another entree.

4.6. Hardship. If families need to make a long-term payment arrangement due to extreme hardship, their negative balance will be carried over at the end of the fiscal year (beyond June 30) as a delinquent debt and collection efforts will continue into the new school year. It is at the discretion of the site Director and administrative team to coordinate payment arrangements, and take each family's individual circumstance into consideration.

4.7 Student Workers For those who are interested in applying for the student worker program, please see the front office for more information. Student workers will receive a free breakfast and free lunch for each day they work. This will allow their family to pay the balance owed.