



Ina A. Colen Academy MEAL CHARGE POLICY

I. Purpose

The goal of Ina A. Colen Academy is to ensure that students have access to nutritious meals to support their academic success through the National School Lunch Program at designated campuses. At the same time, it is imperative that the financial stability of each campus' nutrition program be protected. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures for Pinecrest Academy of Nevada campuses participating in the National School Lunch Program (NSLP). The provisions of this policy pertain to full-priced lunches only.

Ina A. Colen will maintain records to demonstrate how the policy was implemented and communicated to households.

II. Policy

A. Full-Priced Meals - Ina A. Colen Academy students' parents/guardians will pay for meals at the identified and published amount for the school year. Payment will be conducted online or through payment in the front office of the campus. Students will be allowed to charge a maximum of five (5) meals to their account after the balance reaches zero. Students who charge a meal will receive a reimbursable meal.

B. Free Meal Benefit - Students identified as eligible to receive free meals will be allowed to receive one (1) free reimbursable meal during lunch each day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.

C. Reduced Meal Benefit - Students identified as eligible to receive reduced-price meals will be allowed to receive one (1) free reimbursable meal during lunch each day. Additional meals must be purchased at the

full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.

D. Parents/Guardians – The responsibility for meal payments to the campus belongs to the parent/guardian. Lunches are to be prepaid online or through the front office of each campus in advance of the meals being served. Funds should be maintained in students' lunch accounts to minimize the possibility that a student may be without meal money on any given instructional day. Students with an unpaid balance of more than \$12.00, will be given an alternative reimbursable meal until their balance is current.

At the end of the school year, any remaining funds for a particular student will be carried over to the next school year unless the parent/guardian requests a refund in writing. Parents/guardians may provide the campus with a written request to have the remaining funds of a withdrawn or graduating student refunded. Parents/guardians will be given the option to transfer the remaining funds of a graduating student to a sibling's account with a written request.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced price lunches for their child(ren) at any time over the course of the school year.

III. Notifications to Households of Low or Negative Balances in Campus Lunch Accounts

Notices of low or deficit balances will be sent to parents/guardians at the following specified times:

- A. The student's household will be notified when a student charges his/her first meal, third meal and fifth meal.
- B. The campus will notify households of low or negative balances via email notifications sent through the parent portal of the student information system.
- C. Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions or assistance.
- D. The consequences of non-payment will be determined on a case-by-case basis.
- E. The person responsible for managing unpaid meal charges is the campus administration or their designee. Unpaid meal charges will be electronically tracked through the student information system's point-of-sale system.

IV. Delinquent Meal Charge Debt

Delinquent meal charge debt is allowable in the school's nutrition program and may be carried over to one successive school year. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of a school year. Bad debt is unallowable in the campus' nutrition program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using nutrition program funds and must be offset by non-federal sources.

- A. At the end of the school year, campus administration and the Executive Director will evaluate delinquent debt for conversion to bad debt. Bad debt will be restored to the Campus Nutrition Program from the general fund prior to the end of the same fiscal year.
- B. Efforts to collect delinquent and/or bad debt will be handled by the campus administration or their designee through email, letter, phone call and Required Parent Conferences.

USDA Nondiscrimination 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 (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, audiotope, 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://link.edgepilot.com/s/9bf8418f/AlQwRvfizEWEzSXRQEMVDA?u=https://www.usda.gov/sites/default/files/documents/USDA-OASCR%2520P-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 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