

## POLICY & PROCEDURE

Name:	Owner/Dept:	Reference
<b>Meal Charge Policy</b>	<b>Safety and Health</b>	
<b>Date last updated: April 2017</b>		

### 1. PURPOSE

The USDA regulations requires school food authorities to establish written administrative guidelines and procedures for meal charges. National Heritage Academies (NHA) will adhere to the following meal charge policy.

### 2. PRACTICE

- 2.1. All school meals are to be prepaid before meal service begins. Students that submit appropriate payment for a meal will be provided a meal. Students that do not submit appropriate payment will have their meal service discontinued according to this document.
- 2.2. Parents may deposit funds into their student meal account via the MyPaymentsPlus website or to the office staff.

### 3. APPLICABILITY

This document is applicable to all National Heritage Academy (NHA) schools.

### 4. RESPONSIBILITY

- 4.1. Food Service Staff and school administrative staff are responsible for implementing this policy and adhering to the procedures contained in it.
- 4.2. The NHA Safety and Health Department is responsible for monitoring this document.

### 5. PROCEDURES

- 5.1. Student meal accounts will begin with a \$10 credit limit.
- 5.2. **Paid and reduced students with a balance owed of less than \$10**

The Food Service Coordinator will generate a Negative Balance Letter from the Horizon system for each student with a balance owed. School office staff will distribute letter to student households.

- 5.3. **Paid and reduced students with a balance owed of \$10 or greater**

Student will no longer receive a meal. Meal service will remain unavailable until a Free and Reduced Application is received and processed or payment is made.

- 5.4. Free-status students will always be provided a meal if a meal is requested.

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- 5.5. Upon request, the Food Service Coordinator will provide the school office a report of negative student balances for review.
- 5.6. The principal may reduce the NHA \$10 credit limit threshold established for their school, with the approval of the NHA Safety and Health Department.
- 5.7. All accounts must be settled prior to the end of the school year. NHA reserves the right to collect unpaid funds by any legal method NHA deems necessary.
- 5.8. Parents have the option to request a refund of a student's lunch account with a balance of excess of \$5. Unclaimed remaining balances will be transferred to the general fund, following applicable federal and state regulations.
- 5.9. Any write-off of unpaid meal charges that are not collected are subject to the NHA Bad Debt Policy and require authorization by the Accounting Manager within the Approval Authority guidelines.