

POLICY & PROCEDURE

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

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.