



Meal Charge

Administrative Procedures

The goal of North Davis Preparatory Academy Charter School is to provide students with healthy delicious meals each day in an effort to establish a foundation for healthy living and learning. Our Food Services Department makes affordable, healthy and nutritious lunches available. It is the responsibility of a student's parents to provide meals either by supplying food from home, by sending money to school so that the school can supply a meal, or by applying for meal assistance through the free and reduced meal program.

In an effort to keep parents informed the following procedures have been put in place.

I. Purpose

North Davis Preparatory Academy participates in the National School Lunch Program ("NSLP") and National School Breakfast Program ("NSBP"). The School provides meals to its students pursuant to these programs and offers free or reduced-price meals to eligible students. Participating students who are not eligible for free or reduced-price meals may receive meals at the School at the normal paid rate.

These procedures address how the School will handle situations where students eligible to receive reduced price or paid rate meals at school do not have money in their account or in hand to pay for the cost of a meal at the time of meal service. These procedures also address, among other things, where families can find assistance with applying for free or reduced-price school meals, notification and collection of unpaid meal charges, and how the School will communicate these procedures to families and School personnel.

II. Information about Free or Reduced-Price Meals

- A. Prior to or at the beginning of each school year, the School will provide to the parent or guardian of each student:
 - (i) Information about school meals, including prices for the meals and acceptable methods of paying for the meals; this information is on our School website and available at back to school night.
 - (ii) Information about the NSLP and NSBP, including how students qualify for free or reduced priced meals under the programs; and
 - (iii) An application for free or reduced priced meals under the NSLP and NSBP.
- B. The School will provide the information and application as follows:
 - (i) The applications are available to fill out electronically online and a link has been set up on the NDPA website. This is the most efficient way to make sure the application is completed and sent in. Applications may also be

printed from the link on our website. Hard Copies are available at both school sites at the front office and also on the milk coolers, and at back to school night. Applications can also upon request be sent home in an envelope with students. The Director of Nutrition Services LaRetta Foxley is available upon request and with a scheduled time to give assistance in filling out the applications.

- (ii) Applications are made available each school year beginning July 1st. Application for free and reduced lunch must be done on an annual school year bases. Assistance and help will be given when requested but it is the responsibility of the Parent or Guardian to apply for the free or reduced benefits.
 - (iii) Parents or Guardians may apply at any time during the year that they feel they may qualify for the program or that income circumstances have changed.
- C. Completed applications should be returned to the School as soon as possible, but completed applications will be accepted by the School throughout the year. Applications will be dated at the time they are received and qualifications are for that date forward. Parents or guardians should contact LaRetta Foxley DNS at (801) 547-1809 or email at LFoxley@NorthDavisPrep.org for questions about or assistance with applying for free or reduced priced school meals.

III. Students Unable to Pay for Meals

- A. Students who are unable to pay for a meal at the time of meal service, either because they don't have sufficient money in their meal account or on their person, will be allowed to charge the meal to their meal account. A case by case basis will be used to determine if a student with insufficient funds will not be served a meal. Contact with Parent or Guardian will happen and arrangements made to pay negative balance before a meal is ever denied to a student.
- B. Students allowed to charge a meal to their meal account under the terms described above will receive a regular reimbursable meal as opposed to an alternate meal.
- C. This Section does not apply to students who have qualified for free meals under the NSLP and NSBP, as such students are not required to pay for reimbursable meals at the School. Students with insufficient funds will not be allowed to charge extra meals or ala carte items.
- D. This Section also does not apply to the lunches of students who have qualified for reduced price meals under the NSLP. Per Utah Code § 53F-2-423, students who have qualified for reduced price meals under the NSLP are not required to pay for reimbursable lunches at the School.

V. Notifications Regarding Balances; Collection Efforts

- A. Parents have access to the students account balances by accessing the ASPIRE account of student. It is the responsibility of the Parent or Guardians to check the students balance and keep sufficient funds in the account. Students are reminded when the account balance has 5 days or less balances as they come through the line.
- B. The School will notify parents or guardians of negative meal account balances. When a student's meal account has a negative balance, the School will notify the student's parent or guardian of the negative account balance. When a student's meal account reaches a balance of \$0 or lower, the School will notify the student's parent or guardian of the negative low balance by email and phone or text when correct email and phone numbers are provided to the school. When necessary and contact in previously mentioned methods have not been successful notice of the negative account will be sent letters by mail and or in a note to the parent with the student. Information in all notification will be given about the account balance and information about how they can bring the account current.
- C. If a Parent or Guardian has needs for a delay in payment it is their responsibility to contact the school and make payment arrangements
- D. When a student's meal account reaches a negative balance of at least -\$50.00, the School will continue to notify parents or guardians as described above and may also turn the account over to collections.
- E. The School may contact parents or guardians of students with delinquent meal accounts to inquire if the household might be eligible for free or reduced-price meal benefits under NSBP and NSLP.
- F. LaRetta Foxley at the School is generally responsible for managing meal account balances and balance notifications and can be reached at 801-547-1809 or lfoxley@northdavisprep.org for questions or concerns related to such matters.
- G. The School will maintain documentation of the balance notifications and collection efforts described above, as this may be requested as part of federal or state audits.

VI. Communication of Procedures

- A. Prior to or at the beginning of each school year, and upon a student transferring to the School during the school year, the School will provide to the parent or guardian of each student a link to the Website where this procedure is available and a Parent or Guardian will be given a hard copy of this procedure.
- B. In order to ensure that these procedures are applied consistently and correctly, the School will also annually provide a copy of these procedures to all School personnel who are responsible for or involved in:
 - (i) Collecting payment for meals at the time of meal service;
 - (ii) Notifying parents or guardians of low or negative meal account balances;

- (iii) Collection efforts for delinquent meal accounts;
 - (iv) Distributing these procedures and the information described in Section II;
and
 - (v) Enforcing any aspect of these procedures.
- C. The School will post these procedures on its website and may also choose to provide additional copies to parents or guardians of students whose meal accounts reach a negative balance.
- D. The School will maintain documentation of the communication methods described above, as this may be requested as part of federal or state audits.
- E. Students, parents, and the School community were involved in developing these communication procedures.

VII. Review of Procedures

- A. The School will review these procedures annually and revise them as it deems necessary.