

Unpaid Meal Charges Policy

A. Legal Authority/Requirement

- SP 46-2016 Unpaid Meal Charges

B. Purpose

1. This policy has been adopted to enable InTech to manage meal charges in an equitable, compassionate, and fiscally responsible way.

C. Charging Meals

1. Students who charge meals will receive a reimbursable (regular) meal and may select foods, on the same basis as other students, without limitation.

D. Applying for Free/Reduced Meals

1. Information regarding the school lunch program and the process to apply for free or reduced-price status is available in the school office and on the school website.

E. Notification

1. InTech will use its student information system to provide on-demand notification of lunch account balances.
2. InTech will provide weekly email notification of low lunch account balances, expected payment dates, available assistance, and collection efforts.
3. InTech will provide monthly mailed notification of low lunch account balances, expected payment dates, available assistance, and collection efforts.

F. Assistance with School Meals Program Debt

1. The Food Services Manager will provide the following resources/assistance to families with a meal program debt:
 - a. Encouragement for parents to review their free or reduced lunch qualification status.
 - b. Assistance completing application for free or reduced lunch (if qualified).
 - c. Repayment plans (negotiated on an individual basis).
 - d. Work opportunities, in lieu of payment (see "Consequences for Failure to Repay School Lunch Program Debt").

2. Consequences for Failure to Repay School Lunch Program Debt

- a. Families who fail to repay a school lunch program debt shall have a fine entered into their student payment account for the amount of their lunch program debt. InTech shall transfer an equal amount from the student payment account to the school lunch program account to cover the debt.
- b. Families shall be required to pay the subsequent student payment account debt prior to a student being able to make optional purchases (e.g. field trip admissions or yearbooks).

G. Communication of Meal Charge Policy

1. InTech shall annually provide all administrative and lunch program employees with training on this policy and a written physical or electronic copy of this policy.
2. This policy shall be posted on the school website.

H. Program Contacts

1. Families needing assistance with applications for free or reduced-price status or assistance with a school meals program debt should contact the Food Service Manager.
 - Jacquie Liebes, Food Service Manager
 - 435-753-7377; jliebes@intechacademy.org

I. Assessment of Collection Effort

1. InTech school meal program debt collection efforts shall be annually assessed by the Food Services Manager and the Executive Director.

Document History:

27 Feb 2025	Technical updates
28 Feb 2024	Updated meal charge allowance
27 June 2017	Policy Initiation