



SECTION: Pupils

TITLE: Meal Charging and Food Service  
Collection

1st Reading: March 16, 2017 2nd Reading April  
2017

Adopted: May 2017

Re-Authorized September 2018

Re-Authorized: October 20, 2022

No.

# Meal Charging and Food Service Collection

## 1 PURPOSE

**Per USDA regulations, Renaissance Academy Charter School is required to record and enforce a Meal Charge Policy.** This policy shall set the student cost, guidelines and procedures for food services.

## 2 DEFINITIONS

### Current Meal Cost for charging:

- Student Lunch (grades k-4) - \$3.00
- Student Lunch (grades 5-12) - \$3.50
- Breakfast (all grades) - \$2.00
- Student Reduced Lunch (all grades)- \$.40- Reduced Breakfast- \$.30

## 3 PROCEDURES

***A LA Carte Items may not be charged by any students at any grade level. Lower School students (k-4th Grade) may "charge" up to the value of three (3) National School Lunch Program (NSLP) school lunches or three (3) NSLP school breakfasts which is not to exceed \$9.00. "Charging" occurs when a student has no money in their account and has no cash to pay with. Once charges reach \$9.00 (and \$2.10 for reduced meal eligible students) students are given a choice of a cheese sandwich platter or peanut butter and jelly platter for lunch and a cereal, milk and juice for breakfast with no other choices allowed. These meals will still accrue normal platter charges and payment will be expected.***

Federal guidance requires that the Local Meal Charge Policy be communicated to parents/guardians in writing each year and to all staff responsible for policy enforcement (including negative balances). When a student owes money for five or more school meals, the school must make at least two attempts to reach the student's parent or guardian and have the parent or guardian apply for participation in the school food program using <https://www.schoolcafe.com>. Communications regarding money owed by a student for school meals must be made to the student's parent or guardian. For students in kindergarten through 8th grade, this communication may not be made

to the student. At the end of each week, statements with a negative balance will be emailed to the parent / guardian.

**Senior / Collegiate Academy Students (9th - 12th Grade) students may not charge anything at all.**

For students enrolled in grades 9-12, the board of school trustees may require schools to direct communications regarding a low balance or money owed to the student if the communications are made individually to the student by appropriate school personnel and are made discreetly. This is in addition to the communication to the parent/guardian.

Notices will be sent home weekly to notify families of their account balances.

Households can apply for Meal Benefits at <https://www.schoolcafe.com> at any time during the school year or when a change to the household size or income occurs. Please remember that you or your child(ren) do not have to be U.S. citizens to qualify for Meal Benefits.

All school offices have paper applications if needed.

All households are given access to use the Parent Portal for advance and late payments for their student's cafeteria transactions. Parents / Guardians may use a credit, debit card or checking account to make payments on a student's account.

#### **4 AUTHORITY**

The CEO will designate an employee of the Renaissance Academy to monitor, receive and maintain funds according to this policy. This will be reported to the Business Office on a monthly basis.