



### LCA MEAL CHARGE POLICY

- All school families receive a school food sale policy and a school meal charge policy on the first day of school. It is also available on the school website.
- During the school year, new families will receive the policy upon enrollment.
- All food service staff receive school meal policy training annually, at the beginning of the school year.
- Students unable to pay for their meal at the time of meal service may charge up to the cost of two meals. These charged meals are fully reimbursable. There will be no limitations on the foods they may select for the reimbursable meal.
- A la carte items and snacks are not chargeable to a zero or negative balance account.
- When families are notified of a negative lunch balance, the policy is available to them on the school website, or by hardcopy if requested.
- Low balance notices are sent home with elementary students and by email for secondary students. Collection efforts are made by phone or email. Families are notified as soon as the accounts fall into a negative balance.
- The food service manager/director will work out repayment plans with families for delinquent lunch account balances. If these balances aren't paid, report cards are held at the end of the school year.
- Repayment plans are considered on a case-by-case basis, considering the family's needs and situation.
- Families can apply for resources to assist them in paying for their children's meals by applying to the Free and Reduced lunch program by contacting the school office, the school website, the school food service manager/director and on the state website. The food service manager/director reaches out to families with delinquent account balances on a case-by-case basis to offer the free/reduced program application and information to the local assistance office for SNAP or other assistance benefits.
- There is no sale of nonfood items in combination with food items.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER