

THE VILLAGES CHARTER SCHOOL MEAL CHARGE POLICY

Purpose

The goal of The Villages Charter School is to provide students with healthy meals each day, however, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout The Villages Charter School. The provisions of this policy pertain to regular and reduced priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular or reduced priced meals be served a meal without payment, The Villages Charter School provides this policy as a courtesy to those students in the event that they forget or lose their lunch money, or that their lunch account has a negative balance. At no time will the child be publicly labeled as free, reduced or full pay. As a courtesy, The Villages Charter School will communicate with parents/guardians once their child's account balance reaches a \$20.00 negative balance. This procedure will be done once a week through Skyward by sending outstanding balance letters informing the parent to check their Paypams account for their child's account balance and to refer to the Meal Charge Policy under the Food Service link on our school's website: www.tvcs.org. Once the parent has registered their child on PayPams, an account can be set up so that an automated email reminder can be sent to the parent's email once their child reaches the amount that was entered for notification. (Please Note: You will only be able to view your child's activity from the day that you register on Paypams. You will not be able to see any activity prior to that day). If the parent is not registered on Paypams or Skyward, they may email the Food Service Accounts Manager at Sara.LaCourse@tvcs.org or Tabatha.dunning@tvcs.org in the accounting department to obtain their balance due. In the event that a reduced or full pay student has reached their charge limit, a complimentary peanut butter sandwich or cheese sandwich along with a carton of milk will be served as an alternate meal.

Meal Charge Policy For Full Pay Students

Please Note: If you would like to put a restriction on your child's account, please email Sara.LaCourse@tvcs.org with your request.

Grades K-3

These students will pay for meals at the published standard full pay rate each day. A student will be allowed to charge meals & a la carte items up to \$20.00. Once the account reaches a negative balance of \$20.00, a balance reminder will be put in the mailbox of the student's homeroom teacher to give to the student indicating that money or lunch from home will need to be brought in the next day in order to avoid receiving the alternate meal. The Food Service Accounts Manager will email the student's homeroom teacher on the next morning to have the student go directly to the cashier for the alternate meal.

Grades 4-8

These students will pay for meals at the published standard full pay rate each day. A student will be allowed to charge meals & a la carte items up to \$20.00. Once the account reaches a negative balance of \$20.00, the student's balance reminder will be given to the lunch duty staff who will call the student up to the cashier so that the student can get their notice. On the next day, the cashiers will be given a list of those students by lunch period for them to give that student an alternate meal.

Grades 9-12

These students will pay for meals at the published standard full pay rate each day. A student will be allowed to charge meals & a la carte items up to \$20.00. Once the account reaches a negative balance of \$20.00, a balance reminder will be given to the receptionist to call the student down to the office between lunch periods so that the student can get their notice. On the next day, their account will be blocked by the Food Service Accounts Manager and the cashiers will be given a list of those students by lunch period for them to give that student an alternate meal.

Meal Charge Policy For Reduced Pay Students

Please Note: If you would like to put a restriction on your child's account, please email Sara.LaCourse@tvcs.org with your request.

Grades K-3

These students will pay for meals at the published standard reduced rate each day. A student will be allowed to charge meals & a la carte items up to \$7.50. Once the account reaches a negative balance of \$7.50, a balance reminder will be put in the mailbox of the student's homeroom teacher to give to the student indicating that money or lunch from home will need to be brought in the next day to avoid receiving the alternate meal. The Food Service Accounts Manager will email the student's homeroom teacher on the next morning to have the student go directly to the cashier for the alternate meal.

Grades 4-8

These students will pay for meals at the published standard reduced rate each day. A student will be allowed to charge meals & a la carte items up to \$7.50. Once the account reaches a negative balance of \$7.50, the student's balance reminder will be given to the lunch duty staff who will call the student up to the cashier so that the student can get their notice. On the next day, the cashiers will be given a list of those students by lunch period for them to give that student an alternate meal.

Grades 9-12

These students will pay for meals at the published standard reduced rate each day. A student will be allowed to charge meals & a la carte items up to \$7.50. Once the account reaches a negative balance of \$7.50, a balance reminder will be given to the receptionist to call the student down to the office between lunch periods so that the student can get their notice. On the next day, their account will be blocked by the Food Service Accounts Manager and the cashiers will be given a list of those students by lunch period for them to give that student an alternate meal.

Meal Charge Policy For Free Students

Please Note: If you do not want to allow your child to charge up to the \$5.00 limit, please email Sara.LaCourse@tvcs.org with your request.

Grades K-12

Students who are approved for free lunch cannot be denied a full meal, even if they have a negative balance from other cafeteria balances. These students will receive a full meal at no charge which will consist of 1 item from each of the following food groups: Meat/Meat Alternate, Whole Grain, Vegetable, Fruit and Milk. The student is required under the USDA policy to select 3 out of the 5 food components being offered and a minimum selection of 3 of 5 with one being ½ cup fruit, vegetable or juice to make a complete or full meal. In the event a free student does not select a complete meal, an a la carte price will be charged and if their balance due exceeds \$5.00, they will be denied a la carte items. The cashier will suggest that the student take a choice from a needed component(s) in order to avoid charging a la carte prices to the student.