

**Food Service
Management Charge
Meal Payments**

Prepayment for meals served in school cafeterias by the week or month is Recommended; however daily cash payments may be accepted during meal service times. It is the parent's responsibility to provide meal money or a bag lunch or to seek free or reduced price meal benefits. In an emergency situation, meal charges will be allowed up to a limit of \$5.00 per student. Records of all charges and repayments must be maintained by cafeteria managers. Any meal charges not collected by the end of the school year must be reimbursed to the Child Nutrition fund from tuition account.

**New Life Christian Academy
Child Nutrition Charge Policy
Adopted 2016**

I. General Policy Statement

The Child Nutrition Program (CNP) of the New Life Christian Academy is a non-profit, self-supporting program. All proceeds are used to provide food, personnel, supplies, equipment, etc. to operate the program. Providing high quality, nutritious meals in a pleasant environment is the primary mission of our Child Nutrition Department. School Administrators and CNP personnel will work to ensure that students are treated with respect and dignity while being held responsible for any credit extended. The following regulations apply whenever students have financial needs.

II. Regulations

- A. At the beginning of each school year, and whenever a child is in need, school and CNP personnel will make every reasonable effort to ensure that eligible households complete an application form for free or reduced priced meal benefits. When it is clear that a child needs free or reduced meals and the parent will not complete the application, the principal will work with the Child Nutrition Department to process the form. Completion of a meal application and approval of free or reduced benefits does not eliminate previous charges.
- B. Students and parents will be informed of this meal charging procedure. Students will be verbally reminded each time a meal is charged.
- C. Should any student forget their meal money or have inadequate funds in their CNP account, credit up to \$5.00 for regular meals will be provided. A letter will be sent to parents when charges occur. When charges reach \$5.00 or more an Alert Now message will be sent to the parent. If charges continue the principal will send a follow-up letter.
- D. The charging of a la carte items is not permitted.
- E. A school principal may temporarily waive the \$5.00 credit limit if there are extenuating circumstances.
- F. At the elementary and middle school levels, teachers and other school personnel should be observant of any child not having lunch and contact the principal or cafeteria manager. They will work with the child and parent to ensure that the child is fed.
- G. If problems occur at the high school level, students should see the principal, an assistant principal, or the cafeteria manager whenever there are continuing financial difficulties.
- H. If charges still remain unpaid, the school social worker or guidance counselor will contact Social Services for resolution assistance. The Child Nutrition Department will also seek resolution through a collection agency once the balance exceeds \$100.00.

III. Adult Meal Charge Procedure

No adult charging of meals is permitted. Adult charges are considered an unauthorized expense. USDA's Agreement to Administer the Federally-funded Child Nutrition Program states, "Child Nutrition funds may not be used to support or supplement adult meals and or snacks."