



ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL

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Unpaid School Meal Charges Policy

I. Mission Statement

It is the mission of the district to provide nutritious meals to students who choose to purchase a meal per the regulations of the National School Lunch Program. Under no circumstances will a student be denied a breakfast or lunch under these regulations. However, it is the responsibility of the parents to maintain proper funds on their child's account if a student chooses to purchase a second meal, a la carte items (not applicable) or a milk alone. These items are not part of the National School Lunch Program (NSLP).

II. Purpose

The purpose of this policy is to establish consistent policies regarding charges and collection of unpaid school meal charges that do not fall under the NSLP. This policy uses best practices set forth by the United States Department of Agriculture (USDA) regulations.

III. Scope of Responsibility

The Nutrition Service Department shall be responsible for maintaining charge records and notifying families of student's outstanding balances via email. The Nutrition Service Department shall notify the Superintendent and administrators of each school of said negative balances. It is the responsibility of parent(s)/guardian(s) for payment on student(s) meal account. The parent(s)/guardian(s) are responsible to inform/update current email addresses to school administration.

IV. Policy

A. All students receive free breakfast and lunch daily. A la carte and second lunches are not part of the National School Lunch Program.

B. Students who purchase non reimbursable meals that do not qualify under the NSLP, charging may be allowed until a limit or -\$20.00 has been accrued.

C. Parent(s)/guardian(s) shall be notified via email unless written request for notification via US Mail or telephone is required.

D. Students who have unpaid meal charges, will have charges classified as "delinquent debt" as long as it is considered collectable, and efforts are being made to collect it. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt attempts to collect will continue into the next school year.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at

www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.