



Sugar Valley Rural Charter School

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Sugar Valley Rural Charter School Meal Charge Policy

Sugar Valley Rural Charter School Food Service department recognizes adequate nutrition is essential to student mental, physical and academic growth. All students K-12 participating in the national school lunch program, whether free, reduced, or paid rate, will receive a full reimbursable lunch meal that meets the USDA requirements regardless if they do not have adequate funds in their student account or in hand to cover the cost of the meal at the time of service. SVRCS's national school breakfast program is free to all students. SVRCS will withhold lunch meals from a student only if SVRCS receives written documentation from a parent/guardian.

In all grades, K-12, if a student does not have adequate funds in their student account or in hand to cover the cost of the lunch meal at the time of service will receive a meal that meets the USDA meal requirements. The POS cashier will key in for a reimbursable lunch meal charging the students account accordingly. If a student has money to purchase a reduced/paid meal at the time of meal service, the student will be provided a meal. SVRCS will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal. The Food Service Dept prints weekly reports showing all students balances that are Low (10.00 and below) and in a negative balance (-0.01 or greater). These letters are given to homeroom teachers then in turn handed out. In the first occurrence when a student's account is in a

negative balance of 10.00 or greater the Food Service Dept will send out a letter asking for the student balance to be paid and also will be sent a copy of this policy for unpaid meal charges to the household along with the letter. Upon the second consecutive occurrence when a student account is negative balance of 10.00 or greater the Food Service Dept will notify the SVRCS CEO, Tracie Kennedy and the LCSW Mel Latsha, then the written notices of the negative balance will be documented along with any other form of communication with each household interaction. Students who have negative account balances will not be allowed to purchase a la carte items until the negative student balance is paid.

Families are encouraged to apply for free and reduced meal benefits at any time. Families are given paper applications and information on how to apply for these benefits upon enrollment of their child(ern)and whenever requested. Families are also sent paper applications with the First and Second occurrence of negative student balance letters. Families/Guardians can pre-pay with cash or check on student lunch accounts /Lunch meals in the following ways.

- SVRCS main office which then is forwarded to the Food Service Dept
- Mailed to SVRCS Food Service Dept

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Loganton, PA 17747

- Given to students homeroom teacher which then is forwarded to the Food Service Dept
- Given directly to the Food Service Dept

Money that is leftover at the end of a school year is carried over into the next school year as credit. However money that is left in delinquent at the end of a school year is carried over in to the next school year as delinquent debt and collection efforts will continue into the new school year. If a student graduates and/or withdraws with a delinquent balance the student will not receive his/her transcripts and or report card. If a student graduates and/or withdraws and has money leftover in their student account, the Food Service Dept will send a full reimbursement to the household. Gifts or donated funds are accepted by the Food Service Dept for the purpose of offsetting delinquent student meal accounts.

The above policy is provided in writing via student handbook and on the Sugar Valley Rural Charter School's website at www.SVRCS.org under the food service tab. This policy is provided to all households through a letter upon enrollment and the first time it is applied to a student. This meal charge policy is provided to and reviewed with all school level staff responsible to policy enforcement, including food service personal responsible for collecting payment for meals at the point of service, food service staff responsible for notifying families of low and negative balances. School nurses, guidance counselors, principals, CEO and other administrators are informed of this policy.