

# MEAL CHARGE POLICY

Division of Food and Nutrition

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## Purpose

The goal of **Mountain View Christian School (MVCS)** is to ensure that students have access to nutritious meals to support their academic success through the National School Lunch Program at designated campuses. At the same time, it is imperative that the financial stability of each campus nutrition program be protected. 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 for **Mountain View Christian School (MVCS)** campuses participating in the National School Lunch Program (NSLP). The provisions of this policy pertain to full-priced and reduced-priced lunches.

**Mountain View Christian School (MVCS)** will maintain records to demonstrate how the policy was implemented and communicated to households.

## Policy

### Full-Priced Meals

Elementary, Middle, and High School students' parents/guardians will pay for meals at the identified and published amount for the school year. Payment will be conducted online through the FACTS Meal Pre-Pay portal. The price for a full-price meal is \$4.00.

### Free Meal Benefit

Students identified as eligible to receive free meals will be allowed to receive one (1) free reimbursable meal during lunch each day. Additional meals must be purchased at the full-price rate and be paid for online in advance of the scheduled lunchtime. Payment will be conducted online through the FACTS Meal Pre-Pay Portal

### Reduced Meal Benefit

Students identified as eligible to receive reduced-price meals will be allowed to receive one (1) free reimbursable meal during lunch each day. Additional meals must be purchased at the full-price rate and be paid for online in advance of the scheduled lunchtime. Payment will be conducted online through the FACTS Meal Pre-Pay Portal. The price for a reduced meal is \$.40.

## Parents/Guardians

The responsibility for meal payments to the campus belongs to the parent/guardian. Lunches are to be prepaid online in advance of the meals being served. Funds should be maintained in students lunch accounts to minimize the possibility that a student may be without meal money on any given instructional day.

At the end of the school year, any remaining funds for a particular student will be carried over to the next school year unless the parent/guardian requests a refund in writing. Parents/guardians may provide the campus with a written request to have the remaining funds of a withdrawn or graduating student refunded. Parents/guardians will be given the option to transfer the remaining funds of a graduating student to a sibling's account with a written request.

\*If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced price lunches for their child(ren) at any time over the course of the school year.\*

## Notifications to Households of Low or Negative Balances in Campus Lunch Accounts

Notices of low or deficit balances will be sent to parents/guardians at the following specified times:

1. The student's household will be notified when a student charges his/her first meal, third meal and fifth meal.
2. The campus will notify households of low or negative balances via email notifications sent through the parent portal of the student information system.
3. Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions or assistance.
4. The consequences of non-payment will be determined on a case-by-case basis.
5. The person responsible for managing unpaid meal charges is the campus administration or their designee. Unpaid meal charges will be electronically tracked through the student information system's point-of-sale system.