

Policy Statement

The objectives of this policy are:

1. Maintain the financial integrity of the Programs
2. Provide children with adequate nutrition to focus in school
3. Minimize stigmatization children with meal charges

Policy Purpose: for Students with insufficient funds for school meals and delinquent accounts in the School Nutrition Program

Policy Regulations:

2 CFR Part 200 Section 143 of the Healthy, Hunger-Free Kids Act of 2010.

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The intent of this policy is to establish a process and procedure to administer situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

The Policy:

1. Cash is not an acceptable payment for meals. Franklin Academy has an established No Cash Policy.
2. Students who qualify for reduced meal or full priced meals will not be denied a meal even if they have accrued a negative balance on their cafeteria account.
3. Students whose account is being replenished at the time of meal service will not be denied a meal. Such student will be served and the account reconciled at the end of the day.
4. Students without funds to pay for a reduced-price or full price meal are served an alternative meal type.
5. The school does not have a meal charge policy. However, in the event that the account drops below the cost equivalent to that of lunch and breakfast, the family is notified.

Communicating the Policy

- i. The written Meal Charge Policy is communicated to the household by a posting on the website, included in the student information packet

distributed on the first day of school and distributed to all transfer students during the school year, as well as attached to the Meal Benefits Application.

- ii. The written unpaid Meal Policy is communicated to all cafeteria staff prior to the first day of school.
- iii. The cafeteria staff receives training on the Meal Charge Policy and a record of training is maintained as part of the professional development portfolio.
- iv. Documentation of the communication and training plan is maintained for the Federal Program Administrative Review.

Notifying the Household of Low or Negative Balance in Student Cafeteria Account

The student's household will be notified when a student's cafeteria account falls below \$5.00 **OR** the equivalent of two meals, lunch and breakfast.

Franklin Academy notifies households of low or negative balances email, letters sent home with student as well as student information access system alert. The letter is sent home in a white manila envelope and unmarked.

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.

The consequences of non-payment will be determined on a case-by-case basis.

The persons responsible for managing unpaid meal charges are:

- a. Franklin Academy Cafeteria Manager will receive the checks/money order from the parents.
- b. Business Manager contacts households.

Assistance to Households

Households with questions or needing assistance may contact the Business Manager via phone or email linked to the campus where the child attends school as follows:

- Boynton Beach – (561) 767-4700
- Cooper City – (954) 780-5533
- Pembroke Pines Elementary/Middle – (954) 703-2294
- Pembroke Pines High School - (954) 315-0770
- Sunrise – (754) 206-0850
- Palm Beach Gardens – (561) 348-2525

Collection procedures for Delinquent and Bad Debt- Adverse Action

Franklin Academy has not established an adverse action for bad debt or delinquent account as there has not been a huge balance on delinquent or bad debt incurred by the families. The small balance is usually absorbed by the schools internal funds. However, in the event that this has changed in the future the school's executive body may instruct the registrar to post the amount owing on the student information system for future reference during the life of the students education.