

1004-A Unpaid Meal Charge Policy

Notification

All families will be given written notice of the Sussex Academy's unpaid meal charge policy. A copy of this policy will be sent home with each student on the first day of school along with the National School Lunch Program ("NSLP") Application and Instructions.

Application Assistance

To enable a student's parent or guardian to apply for meal assistance before school begins, NSLP applications and instructions are sent to parents and guardians via e-mail over the summer. Copies are also available in the office after July 1st. Applications and instructions in Spanish are available upon request. A paper copy of the NSLP Application and Instructions will also be sent home with each student on the first day of school. The Food Services Manager will assist those who request help completing the NSLP application for school meal benefits. The Food Services Manager can be reached at (302) 856-3636 or info@saas.k12.de.us.

Meal Ordering and Payment

Meals are ordered a month in advance utilizing Sussex Academy's online ordering program. Instructions that explain how to use the program will be sent home to each student during the summer. To assist families without internet access, the school will also accept orders placed at school with the Food Services Manager. Payment is accepted online utilizing credit or debit cards. Payment can also be made with cash or check at the school.

Meal Distribution if No Funds

Those students who want to purchase a meal, and who have not ordered in advance and/or prepaid for a meal, will be allowed to pay for a meal at the time it is received. If the student doesn't have funds to pay for his or her meal, the student will receive a reimbursable meal. The school will provide the meal, and advise the student's parent or guardian that payment is necessary. The student's parent or guardian will be notified on the day of the purchase. The student's parent or guardian may remit payment at the school or online.

Payment for Daily Purchases

Payment for meals can be made in cash, check or through the online lunch ordering/payment system. The online system will accept both credit and debit cards.

Outstanding Balance Notification

A payment reminder notice will be sent home with the student at the end of each month. The notice will include a detailed invoice. If a large balance (a balance of over \$100) is due, the notice will be mailed to the address for the student that is on file with the school. If a large balance remains unpaid for a period exceeding two months, the school will contact the parent or guardian via telephone to request payment.

Consequences for Non-Payment

If a large balance (over \$100) remains unpaid for a period exceeding three months, the school will begin issuing the student an alternate reimbursable meal (a cereal meal rather than a hot meal). The school will not deny any student a meal who requests one.

Repayment Time Frame

When meals are ordered online for the upcoming month, payment is due within one week of ordering. When the school supplies a reimbursable meal, payment is also due within one week. All amounts due must be paid before the end of the school year. If a balance remains unpaid at the end of the school year, the student's final report card will be held until payment is received.

NSLP Application Advisement

When the school calls a parent or guardian to request payment for a balance due, the school may learn about family circumstances that make it difficult for the parent or guardian to satisfy the amounts outstanding. In such a case, the school will strongly encourage the parent or guardian to apply for NSLP meal benefits. Upon request, another copy of the NSLP Application and Instructions will be sent home with student or mailed to the address of record.

Debt Collection

The collection of outstanding balances will be handled by the Food Services Manager. The Manager will have the discretion to make exceptions to this policy in order to facilitate the collection of debts (i.e. setting up payment plans, etc.).

Date Approved:	Date(s) Amended:
6/14/17	