



FAST FORWARD

CHARTER HIGH SCHOOL

School Lunch Policy for Unpaid Meal Balance

Child Nutrition Program Financial Rights and Responsibilities

A1. Legal Authority and Requirement

SP 46-2016 Unpaid Meal Balance for the Child Nutrition Program

A2. Alternative Meal Options for Unpaid Meal Balance

7 CPR 210.10

B. Purpose

1. This Policy is required by the state of Utah and has been adopted by Fast Forward Charter High School. The policy outlines how the district will notify parents regarding; meal prices, deficient account balances, and procedures for providing alternative meals for delinquent account balances.

C. Definitions

1. *Collection Efforts*: The means that Fast Forward Charter High School uses to collect delinquent account balances include but are not limited to, contact the participant's household by generating and mailing a letter, by phone and by email.
2. *Delinquent Account*: Participant's accounts become delinquent when they do not have adequate funds in their account for a meal charge.
3. *Alternative Meal*: an alternative meal is offered to participants that have deficient funds of -\$10.00 or more. Alternative meals are compliant with the USDA, NSB and the NSLP and will be available for all participants so that there are no discrepancies between student's accounts.
4. *Free Meals*: A meal served to students whose parents/guardian have qualified, based on federal standards requiring income review and documentation.
Parent: A student's parent, legal guardian, or another person acting on behalf of the student for the school or educational purposes.
5. *Reduced Meals*: A meal served to students whose parents/guardian have qualified, based on federal standards requiring income review and documentation, for reduced-price but not free meals.
6. *Paid Meals*: A meal served to students whose parents/guardian have not qualified for reduced-priced or free meals.



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D. Policy

1. Fast Forward Charter High School abides by the federal and state laws and guidelines for the Child Nutrition Program.
2. Fast Forward Charter High School will provide participating household members with information on qualification requirements for free and reduced priced meals, meal pricing, payment options and delinquent meal account procedures and alternative meal procedures annually.
3. The district informs participating household members that may not be eligible for free or reduced meals with an alternative option for paying for meals.

E. Procedures

1. Fast Forward Charter High School provides participating households with information about the Child Nutrition Program annually. Information provided includes meal pricing, payment options, delinquent meal accounts and qualifying requirements for free/reduced priced meals. Information is provided during student registration to all students and their households and throughout the school year for new or returning students.
2. The Logan City School District Board of Education sets student meal prices annually. Participating households not eligible for free/reduced-price meals pay the amount determined by the Logan City School District Board of Education.
3. Available free/reduced price application forms.
4. Fast Forward shall provide applications in a hard copy in English and Spanish and provide a link for the USDA to access the free/reduced application in multiple other languages. The school will provide access to the free/reduced application online through the school's website.
5. Fast Forward will provide paper applications for participating households throughout the school year for individuals who do not have access to online forms.
6. *Meal Cost:* The cost of meals is determined by Logan City School District Board of Education and the Utah State Board of Education.
 - a. Full Price: \$3.05
 - b. Reduced Price: \$0.40
7. *Payment Options:* Fast Forward provides participating households with various payment options.



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- a. Participating households have the option to make a payment online, and at the school. Individuals that choose to pay at the school can purchase a money order or pay with cash or check.
 - b. The school will apply payments to the purchase of the current day's meal first and the payment of past due accounts second.
8. *Delinquent accounts:* Fast Forward will identify and contact participating households of student accounts that have insufficient funds to pay for meals. The school will notify the parent or guardian of the student with insufficient or delinquent funds through a mailing system, email or by phone.
- a. *Financial Responsibilities:* Participating household will be notified of their students insufficient or delinquent funds for student meals. After notification is sent it is the parent or guardian's responsibility to fund student meal accounts.
 - b. Students have the right to bring a sack lunch to school or if a student has a negative balance of -\$10.00 an alternative meal may be provided.
 - c. After the above efforts have been exhausted, Fast Forward Charter High School will send the delinquent accounts to collections.

F. Alternative Options: Approved on a case by case basis by school administration.

1. *Civic Funding Sources:* In the case that a student's meal balance remains deficient and the participating household has been notified at Five or more times, special provisions can be added to allow students to resolve an unpaid meal balance.
 - a. School staff will meet with administration and obtain district and school approval for working with the student that has deficient funds.
 - b. After approval has been granted by school administration the school's staff will gain permissions from the parent/guardian of the student to include the student in the school's Civic Learning program.
 - c. *Civic Learning Program:* The Civic Learning Program is designed to help students obtain a food handler permit, teach them how to assist in the kitchen, teach students about work ethic and to educate them about their civic responsibility to give back to their school and community.
2. *Civic Funding:* In the case that a participating household is not eligible for free/reduced priced meals and the student has deficient funds in their meal account, a donation or transfer can be made on the student's behalf.



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- a. If a student's is in need of crediting their meal account, at any time a civic contribution can be made on the student's behalf.
- b. The civic contribution can be made in the form of an online payment, money order, cash or check paid to the front office.
- c. *Transfers of Civic Contributions:* The parent or guardian of another student of whom is not deficient in a meal account and that attends Fast Forward can choose to transfer certain funds to another student's meal account. The parent or guardian that requests the transfer in the form of a civic contribution must be the individual paying on the account.
- d. The parent/guardian of a student may choose to transfer any credited amount of their students account. If the household's status at the first of the year is at full payment and the household makes a payment in the student's meal account, but then reapplies and qualifies for free meals. The parent/guardian of student that qualified for free meals can make a civic contribution to another students' meal account.

Adopted (Updated): November 21, 2019 (February 6, 2020)

Changes:

November 21, 2019

- Replaced all instances of alternate to alternative.
- Added a Section F, as Alternative Options with a description of when they will be considered and approved.
- Replaced all instances of charitable to civic.
- Relabeled E.8 & 9 as F.1 & 2.
- Removed Section E.10 entirely.

February 7, 2020

Added Logan City School District in front of all instance of Board of Education in E.2.

June 17, 2020

Meal cost was added to the document as directed by USBE as section E.6. The description of cost per full and reduced meal is reflective of USBE and LCSD Board of Education.

With this addition Payment Options becomes E.7 and Delinquent Accounts become E.8.

E.8 was updated to reflect send accounts to collections.