



Meal Charge Procedures

I. Purpose

Syracuse Arts Academy participates in the National School Breakfast Program (“NSBP”) and National School Lunch Program (“NSLP”). The School provides meals to its students pursuant to these programs and offers free or reduced price meals to eligible students. Participating students who are not eligible for free or reduced price meals may receive meals at the Schools at the normal paid rate.

These procedures address how the School will handle situations where students eligible to receive reduced price or paid rate meals at school do not have money in their account or in hand to pay for the cost of a meal at the time of meal service. These procedures also address, among other things where families can find assistance with applying for free or reduced price school meals, notification and collection of unpaid meal charges, ala carte charges, and how the School will communicate these procedures to families and School personnel.

II. Information about Free or Reduced Price Meals

- A. Prior to or at the beginning of each school year, the School will provide to the parent or guardian of each student:
 - (i) Information about school meals, including prices for the meals, ala cart charges, and acceptable methods of paying for meals;
 - (ii) Information about the NSBP and NSLP, including how students qualify for free or reduced priced meals under the programs; and
 - (iii) An application for free or reduced priced meals under the NSBP and NSLP.
- B. The School will provide the information and application as follows:
 - (i) Preferred method; parents or guardians to submit free/reduced application through Aspire. Parent login required.
Printable version is available through www.syracuseartsacademy.org.
Paper copies available in the office upon request.
Follow up information pertaining to the application status will be mailed to the students address on file.
 - (ii) The School will not provide the information and application at the end of the school year for the next school year, but will provide the information and application on or after July 1 of each year.
- C. Completed applications should be returned to the School as soon as possible, but completed applications will be accepted by the School throughout the year. Parents or guardians should --contact Child Nutrition representative, April Empey at aempey@saacharter.org and/or 801-779-2066 for questions about or assistance with applying for free or reduced priced school meals.
 - (i) Completed applications must include, ALL children in the household, all adults in household, phone number, address, last four of adult social security number, and income to be list as gross as it is received ie; monthly, bi-weekly, twice a month (on set days), weekly, annual income should only be listed in special occasions. Please contact the Child Nutrition representative for any questions prior to submitting application.
 - (ii) The Child Nutrition representative, April Empey will attempt to contact on any application that is incomplete. If she is unable to reach the parent or guardian for answers within 10 business days of application, the application will be denied. The parent or guardian may reapply with complete information after receiving the denial letter.
 - (iii) Student accounts with approved status change of free or reduced will change as of the date of approved application. The School will not be allowed to use previous denied application date for the start date of the approved application.

III. Notification Regarding Balances; Collection Efforts

- A. The School will notify parents or guardians of negative meal account balances. When a student's meal account has a negative balance, the School will notify the student's parent or guardian of the negative account balance by:
Balances over .01¢ automated phone call Monday, Wednesday, and Friday.
Balances over \$15.00 continue to receive automated phone call, and receive personal phone call weekly from Child Nutrition representative.
Balances over \$25.00 continue to receive automated phone call, personal phone call weekly, and Delinquent balance letter sent home either in the mail or brought home from the student.
Requesting payment on the account to be made as soon as possible, and/or requesting the student bring home lunch until the account can be brought current.
- B. When a student's meal account reaches a negative balance of at least \$15.00 the School will continue to notify parents or guardians as described above and may also turn the account over to collections.
- C. The School may contact parents or guardians of students with delinquent meal accounts to inquire if the household might be eligible for free or reduced price meal benefits under NSBP and NSLP.
- D. Child Nutrition representative, April Empey at the School is generally responsible for managing meal account balances and balance notifications and can be reached at 801-779-2066, or aempey@saacharter.org for questions or concerns related to such matters.
- E. Secretaries, Keri Wigdahl, Jennie Carbine, Jeannie Mineer, and Child Nutrition representative, April Empey at the School is generally responsible for managing the School's collection efforts and can be reached at Antelope campus 801-779-2066 or 801-784-5211, North campus 801-774-9270.
- F. The School will maintain documentation of the balance notifications and collection efforts described above, as this may be requested part of federal or state audits.

IV. Communication of Procedures

- A. Prior to or at the beginning of each school year, and upon a student transferring to the School during the school year, the School will provide to the parent or guardian of each student a written copy of these procedures by electronic registration packet, also available in the office upon request.
- B. In order to ensure that these procedures are applied consistently and correctly, the School will also annually provide a copy of these procedures to all School personnel who are responsible for or involved in:
 - (i) Collecting payment for meals at the time of meal service;
 - (ii) Notifying parents or guardians of low or negative meal account balances;
 - (iii) Collection efforts for delinquent meal accounts
 - (iv) Distributing these procedures and the information described in Section II; and
 - (v) Enforcing any aspect of these procedures.
- C. The School will post these procedures on its website and may also choose to provide additional copies to parents or guardians of students whose meal accounts reach a negative balance.
- D. The School will maintain documentation of the communication methods described above, as this may be requested as part of federal or state audits.
- E. Students, parents and the School community were involved in developing these communication procedures.

V. Review of Procedures

- A. The School will review these procedures annually and revise them as it deems necessary.

This institute is an equal opportunity employer.