

# **Pataula Charter Academy School Nutrition Program Charge Policy**

## **Purpose:**

The purpose of this policy is to communicate Federal Guidelines as well as Pataula Charter Academy's (PCA) expectations of Parents/Guardians regarding payment for meals provided under the School Nutrition Program.

## **Policy Statement:**

In order to maintain the financial integrity of the School Nutrition Program PCA shall enforce the following:

## **Responsibility for Payment**

### Free/Reduced Price Meal Applicants:

Parents/Guardians applying for Free or Reduced Meals are responsible to pay for all school lunches and accumulated charges until their application has been approved. Parents/Guardians are expected to Prepay for school lunches.

### All Other Parents/Guardians:

Unless a family has been approved for the free lunch program, Parents/Guardians are responsible to pay for all lunches. Parents/Guardians are expected to Prepay for school lunches.

Federal Law prohibits anyone from being in debt to a School Nutrition Program.(OMB Circular A-87)

## **Responsibilities of the School**

### 1. Notification of this Policy

PCA shall ensure this policy is made available to all stakeholders through student handbooks and schools web sites.

### 2. Account Balances

The school's office manager will send invoices to parents/guardians with outstanding balances at the end of each month. Parents/Guardians will have until the 10<sup>th</sup> of each month to pay the balance in total. Additional action, up to and including legal action, will be taken if charges remain unpaid after 30 days.

Pataula Charter Academy is an equal opportunity provider.

Approved: 02/13/2012

Amended: 6/17/2012

Amended: 8/25/2014

Amended: 10/2017