



Las Américas ASPIRA Academy SCHOOL POLICIES

Policy Title: Unpaid Meal Charge Policy	Date Adopted: July 27, 2017
Policy #: 3002	Date Revised: n/a
Purpose: To inform parents, team members, and other stakeholders the availability of reimbursable school meals and how to apply for free or reduced price meals. Also to inform families how students who pay full price school meals are impacted by having insufficient funds or an outstanding balance.	
Scope: This policy applies to all students, team members and other stakeholders.	

Las Américas ASPIRA Academy school meal program is managed in accordance with the National School Lunch and Breakfast Program (NSLBP), LAAA policies, the Department of Health and the Delaware Department of Education.

Who can apply for free or reduced price meals?

- All children in households receiving benefits from DE SNAP, or DE TANF are eligible for free meals.
- Foster children that are under the legal agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within limits on the Federal Income Eligibility Guidelines.

The frequently asked questions, the Meal Benefit Form (MBF), and the income eligibility guide are available and in the school website, in the school main office or during our Welcome Back Nights. Families may apply for meal benefits any time during the year.

Students Meal Charges

Students in grades Kindergarten through 8th grade may charge school meals and a la carte items, however, they may **not** accumulate charges more than three (3) meals or \$9.00. Students will not be denied a school meal due to insufficient funds, but the student will receive an alternative school meal. The price for the alternative meal will be \$0.40 for lunch and \$0.30 for breakfast. The alternative meal for lunch may consist of an American cheese sandwich (or acceptable sandwich substitute, in the case of allergy), fruit, a vegetable, and milk. For breakfast, the alternative meal will consist of graham crackers, juice and milk. If payment is not received the student may not be able to participate in extracurricular activities, and further action will be taken.

Team Members Charges

Team members could request a cafeteria account. Funds must be available at the time of a meal or a la carte purchase or payment at the point of sale will be required.

Balance Notifications

The School Nutrition Manager will send home a balance notice on a weekly basis to the parents/guardians of students with an outstanding balance. Full payment is expected upon receipt of this notification.

When payment in cash or check is received, it will be applied to the student's account the same day. If the payment is done through PayPAMS ([www.PayPAMS .com](http://www.PayPAMS.com)), the school will see the funds 72 hours after the payment has been processed. In this case, parent/guardian should email school the PayPAMS payment notification, so the student can receive a regular school meal. Please send this notification by 9:00am.

Payment Receipts

A payment receipt will be sent home the same day when a payment in cash or check is received by the school. It is the parent/guardian's responsibility to ensure the student gives the cash/check to the homeroom teacher or cafeteria staff. Parents/guardians should contact the School Nutrition Manager if the payment receipt is not received. The school is not responsible for cash/checks lost by students.