

Utah Military Academy – Hill Field Campus

A. Purpose and Background

- 1) National School Lunch Programs are federal programs in which this school participates in. Pricing policies for school meals are determined at the local level, including decisions about whether or not to extend credit to parents who do not have meal money in their students' accounts or whether or not to provide alternate meals to such students.
- 2) Utah Military Academy – Hill Field receives partial reimbursement for meals served to students who do not qualify for free meals. Parents must make payments to a student's account to make up the difference between the federal reimbursement and the cost of the meal. This policy applies only to school meal payments, not a la carte sales.
- 3) If students qualify for free or reduced-price school lunch, their meals are reimbursed in whole or in part with federal funds. Otherwise, the meal reimbursement is minimal and parents are expected to pay for their student(s) meals.

The purpose of this policy is to explain how Utah Military Academy-Hill Field will notify parents/guardians about: money owed for student meals; of the school's procedures for providing meals if student accounts are delinquent; and to assure and remind parents and school employees that students will never be confronted or embarrassed about money owed for school meals.

B. Policy Components

Parents shall receive information:

- about school meals;
- stating the price of the meals;
- informing parents how they may provide payment for meals;
- informing parents how they/their students qualify for reduced-price of free meals;
- informing parents of the policy for delinquent accounts;

Utah Military Academy-Hill Field will provide applications for free/reduced-price meals to parents. The school shall also provide the school's designated meal prices. Accompanying information about the prices of school meals, parents will receive an application for free and reduced-price meals. The application is available in a variety of languages at:

<http://www.fns.usda.gov/school-meals/family-friendly-application-translations>

The school will provide paper applications for parents who do not have access to on-line forms.

If the student's family receives benefits from the Special Nutrition Assistance Program (SNAP), the Family Employment Program (FEP) or the Food Distribution Program on Indian Reservations (FDPIR), the household qualifies for meals at no charge, once the school receives notice of the students of family's eligibility, and does not have to complete or submit a free/reduced-price form. Utah Military Academy-Hill Field Campus will send the household an e-mail/letter informing parents of a student's eligibility for free meals. If a parent or family qualifies under one of these programs and has not received such a letter before school starts, the parent should contact the school food service department.

C. Payments and School Verification

- 1) Utah Military Academy-Hill Field Campus must verify at some point in each student's meal service, that the meal is reimbursable or non-reimbursable.
- 2) We will credit meal payments from parents to the student's account within 24 hours. This assures all funds are accurately applied to meal accounts as soon as possible before students are selecting school meals.
- 3) If a student/family qualifies for free meals, no payments are due.
- 4) If a family qualifies for reduced-price, the school will charge no more than \$.40 for lunch.
- 5) Parent payment options for student meals may include.
 - 1) Parents may use an automated payment system, using debit, checking or credit cards, for one or all of their student's, allocating the funds to individual student's accounts. There are no additional fees for the use of a credit card.
 - 2) Parents may make payments to the school by mail or hand delivery. Payments should clearly indicate the account to which the funds should be credited (Student's name and amount, if several students attend the school). Utah Military Academy-Hill Field accepts checks and/or cash at the school, and credit and /or debit card at

<https://secureinstantpayments.com/sip/?ID=25580>. (Parents should note the school policy for checks returned to the school for insufficient funds)

D. Identification of Delinquent Accounts

- 1) Utah Military Academy-Hill Field Campus will identify family or student accounts that do not have adequate balances to pay for student meals. We will identify these accounts weekly and notify parents by the automatic email system. We will contact parents, as parents have directed, on the automated meal payment system, or by phone, text or e-mail, to allow parents to indicate how they wish to make payments. We may ask students to take notifications addressed to the parent home with them; however, **the school will not tell students to remind their parents to send money to the school. It is the parent's responsibility to pay the student's account. Asking students to remind parents is inappropriate.**
- 2) The school may use any of the following options (or other reasonable options) for student meals if a student's meal account is inadequate:
 - a. Student may bring a sack meal from home.
 - b. Schools may use continue to provide full meals to students and notify parents that the school will use collection efforts to pay for meals. Schools shall maintain documentation of parent notice.
- 3) The School is not required provide a meal at no cost if a student does not qualify for a free meal. Because federal funds may not be used for the expenses of these meals, the school must use state, local or other funds to cover the cost of the meals. The school will provide notice to parents at designated times during the school year of the school's policy for providing meals to students when accounts are delinquent or when delinquent. If a student's account is delinquent, the school may offer the student may offer the student an alternate meal if needed.

G. Delinquent Balances and School Procedures

- 1) We will notify parents of students with delinquent balances in their school lunch accounts by such methods as:
 - a. The automated school lunch payment system
 - b. E-mail to the parent
 - c. Written notice sent to the parent by mail
 - d. Telephone conversation with the parent.

- 2) If parents have been notified, no payment is received, and the amount owed exceeds \$25.00, the account may be turned over to a collection agency (no federal funds may be used for the collection of funds). Utah Military Academy- Hill Field Campus will notify parents at least twice annually concerning their procedures for the collection of past-due accounts. Collection fee of \$50.00 will be assessed in addition to amount owed. We may use collection agencies to collect on delinquent accounts.
- 3) Utah Military Academy- Hill Field Campus may complete an application for free/reduced-price meals on behalf of the parents, if school personnel have knowledge of the parent's financial circumstances and parents give permission. The school will notify parents that an application has been completed on their behalf ("Eligibility Manual for School Meals," August, 2013, pg. 36).
- 4) We may use collection agencies to collect on delinquent accounts.