



RIVER CITY SCIENCE ACADEMY

River City Science Academy (RCSA) School Lunch and Breakfast Program

Meal Charge Policy

	Breakfast	Lunch
<i>Free Eligible Status</i>	No charge	No charge
<i>Reduced Eligible Status</i>	\$0.30	\$0.40
<i>Paid Eligible Status</i>	\$3.50	\$5.25

Unpaid Meal Policy

We strongly believe that nutritious meals are a vital component to a healthy school environment and that they may enhance learning while helping to minimize illness, absences and disciplinary problems.

It shall be the policy of our schools that when a meal is desired, payment for that meal is expected in advance or on that day unless the student has been approved for free meal benefits.

It is the duty of the parent/guardian and/or student to track cafeteria account balances.

Free/reduced meal applications must be completed every year and are part of the annual paperwork. Online applications are available on RCSA website. Paper applications are also available at each school and can be sent via e mail. Applications are accepted at any time throughout the school year.

For students who have negative balances, RCSA will follow the steps below:

Days of Negative Balance	Resulting Action
1	Students can get lunch: parent contact (email).
2	Students can get lunch; parents contact (phone calls, email, other parent communication platforms).
3	Students cannot get any a la carte item until funds are deposited into the SLA lunch account.

- Students approved for free meals may not be denied a meal.
- For Kindergarten and Elementary students with negative meal account balances, appropriate school officials will notify parents/guardians in a confidential and discreet manner.
- For Middle School students with negative meal account balances, appropriate school officials will notify parents/guardians in a confidential and discreet manner.
- For High School students with negative meal account balances, appropriate school officials will notify parents/guardians and/or students in a confidential and discreet manner.
- Paid-status students with a negative balance of \$20.00 or more, after three (3) collection attempts, may be subject to consequences for unpaid meal charges. These students will not be permitted to purchase à la carte items until the balance is resolved.

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- Reduced-price-status students with a negative balance of \$20.00 or more, after three (3) collection attempts, may be subject to consequences for unpaid meal charges. These students will not be permitted to purchase reimbursable meals or à la carte items until the balance is resolved.
- Free-status students with a negative balance of \$20.00 or more, after three (3) collection attempts, may be subject to consequences for unpaid meal charges. These students will not be permitted to purchase second reimbursable meals or à la carte items until the balance is resolved.
- Students with unresolved negative meal account balances may be restricted from participation in school field trips and senior privileges, as determined by school administration.
- The district will prevent overt identification of students eligible for free, reduced-price, or paid meal benefits.
- This policy will be distributed to all households annually.
- Positive balances remaining in student meal accounts at the end of the school year will roll over to the following school year for returning students. For graduating or non-returning students, parents/guardians may request a refund or transfer the remaining balance to another student account in accordance with district procedures. Unclaimed balances will be handled in compliance with district financial guidelines.
- The Site Business Specialist will notify parents/guardians regarding negative meal account balances and remind them to replenish student accounts.
- Currently, the Lunchtime Portal is the only available payment method for parents/guardians to make meal account payments.
- Outstanding negative balances for returning students will carry over into the following school year. Negative balances for non-returning students will be classified as bad debt in accordance with district procedures.
- The district does not provide alternative meals for students with unpaid meal balances.

The contact information below is solely to file a complaint of discrimination in accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

*MAIL: U.S. Department of Agriculture FAX: (833) 256-1665 or (202) 690-7442; or *Do not mail applications. Office of the Assistant Secretary for Civil Rights EMAIL: 1400 Independence Avenue, SW Washington, D.C. 20250-9410 program.intake@usda.gov to this address, only complaints of discrimination.

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