

Avoyelles Public Charter School  
UNPAID MEAL CHARGES – New Policy

The National School Lunch Program is integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

PROCEDURE

1. Students who qualify for free meals shall not be denied a reimbursable meal even if they have accrued a negative balance on their account.
2. Students without funds to pay for a reduced-price or full price meal are allowed to charge their account for lunch.
3. Students who charge a meal will receive a reimbursable meal.
4. There shall not be a maximum amount or number of meals allowed to charge.

COMMUNICATING THE POLICY

1. *Unpaid Meal Charges*, shall be communicated to the household by posting on the website. [Apcs.us](http://Apcs.us)

NOTIFYING THE HOUSEHOLD OF NEGATIVE BALANCES

1. The SFA shall notify households of negative balances by a variety of different methods:
  - a. School Messenger shall be utilized to send messages to parent's contact numbers.
  - b. The cafeteria manager shall provide students with printed documentation of negative balances.
  - c. A letter from the school detailing the amount owed and procedure for payment shall be mailed to the parent's address at negative balance.
  - d. A certified letter shall be mailed detailing the amount owed and procedure for payment to the parent's address.

- e. The consequences of non-payment will be determined on a case-by-case basis.
- f. All unpaid negative balances will be turned over to a collection agency at the end of each school year.

### ASSISTANCE TO HOUSEHOLDS

Households with questions or needing assistance may contact the school office at 318-240-8285

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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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