

[Samueli Academy] Local Meal Charge Policy

2018-2019

Dear Parent or Guardian:

[Samueli Academy] participates in the National School Lunch Program and School Breakfast Program by offering nutritious meals every school day. Students may buy lunch for [\$3.25] and breakfast for [\$2.10]. Eligible students may receive meals free of charge or at the reduced-price. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. You must fill out a new Free/Reduced Lunch Application at the beginning of each school year to see if you qualify. Applications are available at our front desk any time throughout the school year. If you have any questions about applying, please call [Natalia Gomez] at [714-619-0168 or email ngomez@samueliacademy.org]

Payments

We ask that families pay up front for student meal purchases. This helps lunch lines move quickly, giving students more time to enjoy their meal. There are multiple options to make payments to your student's lunch account:

In-Person Payments

- Payments can be made on school days at the Samueli Academy front desk between the hours of [7:30am – 5:00pm]
 - Address: [1901 N Fairview St, Santa Ana. 92706]
- We accept [cash, checks] in exact amounts.
 - A receipt will be given at time of payment.

Electronic Payments through [MealTime]

- Payments can be made online at [www.mymealtime.com/apps]
- Instructions for Paying Online are attached to this packet.
- [There is no fee for online payments. The school is subsidizing this cost.]

Charges/Balances

If a student takes a meal they will be charged for it. We encourage families to have a conversation with students so they know whether they can participate in the school meal program.

[Samueli Academy] will allow students to charge a negative balance to their lunch account. [The negative balance limit is \$20.] Outstanding balances must be paid within [1 week].

[Frequently] balance notifications will be sent to families. The balance statement will notify you of the current status of your student's lunch account. The balance statement will also include instructions for making payments (same as above).

Alternate Meals [if applicable]

For student who reached the negative balance threshold, an alternate meal will be provided. Alternate meals are provided during [breakfast and lunch]. The alternate meal will consist of peanut & jelly sandwich, piece of fruit, and milk. Students will be allowed to receive alternate meals no more than 5 times each school year.

Delinquent Meal Charge Debt

Failure to repay meal debt will result in the following consequences:

- [Loss of school privileges until debt is paid]
- Student will receive bread and peanut butter at lunch

If your family is experiencing a financial setback, please contact us so we can help. We are willing to work with you to develop a payment plan for your lunch account.

Also, families may submit a free/reduced lunch application at any point during the school year. We can assist you in applying for free or reduced lunch if your income situation has changed mid-year.

Please contact [Natalia Gomez] at [714-619-0168, ngomez@samueliacademy.org] for assistance.

These policies are also outlined Meal Charge Policy can be found on our school website: [SamueliAcademy.org]