

MEAL PAYMENT DELINQUENCY POLICY**I. PURPOSE/POLICY:**

The purpose of this policy is to establish consistent meal account procedures at Odyssey Charter School, Inc. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of students. The goals of this policy are:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
- To establish fair practices that can be used throughout the school district.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

II. SCOPE OF RESPONSIBILITY:

The Food Service Director and/or NSLP Coordinator will maintain responsibility for charge records and notifying the student's parent/guardian regarding any outstanding debts.

III. ADMINISTRATION:

1. Prepayment of meals is required. You can establish a meal credit on your child's lunch account through pre-payments. Each meal eaten will be deducted from this pre-paid account. It is your responsibility to ensure the account is funded and current.
2. When the students' lunch account gets to a \$5.00 balance a note will be sent home, email and phone call will be sent to the parent/guardian informing them of the status of their child's lunch account.
3. If a student does not have adequate money in their student account or in hand to cover the cost of the meal at the time of service, students may choose a meal from required component contributions to create a reimbursable meal. No student may charge an a la carte item.
4. Students approved for free meals cannot be denied a meal, even if they have a negative balance on other cafeteria purchases.
5. If a student does not have adequate funds in their meal account at time of service for over 5 days, the school reserves the right to serve an alternative meal.

6. If payment is not made, the School will contact the household and review with them their responsibility to provide meals for their student(s) and to stay current on their meal account.
7. The School will work with families to establish repayment plans either weekly, bi-weekly, or monthly. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and collection efforts continue into the next school year.
8. The School will provide free and reduced meal applications will be available during registration and at any time during the school year.

Any questions regarding payment options or any Café services should be directed to the Food Service Manager at 321-733-0442 ext. 133 (or) 321-345-4117 ext. 1148