

## **Coral Community Charter School**

### **Unpaid Meal Charge Policy**

Coral Community Charter School (CCCS) will notify all families of students about the availability of school meal programs. CCCS will further annually, no later than September 15, inform all enrolled students who pay full or reduced price meal costs and their parents and/or guardians about the meal charge policy outlined below; transfer students and their parents and/or guardians will be informed at the time of registration. All school staff responsible for policy enforcement will receive a copy of the policy no later than September 1 annually or upon hire.

Students are allowed to order/charge a meal at the time of service if they are unable to pay at that time. No alternative meals are provided; all students, regardless of method or timing of payment are served the same meal selection. Students will not be refused meal service for any reason.

Free and reduced price school meal applications are offered by the Registrar to all families annually at registration, for transfer students within 3 days of registration, and as needed throughout the school year. The Registrar provides additional resources if necessary to assist families in paying for school meals.

The Billing Coordinator is responsible for managing meal charges. Invoices for charged meals are distributed to families every 30 days and are due within 30 days of the date of the invoice. Reminders for delinquent accounts are sent monthly. The Billing Coordinator works with families to develop repayment plans for all delinquent accounts in lieu of pursuing household debt collection procedures.

#### **References:**

*USDA SP 46-2016: Unpaid Meal Charges: Local Meal Charge Policies*

**Adopted:** 6-27-17