

POLICY: STUDENT MEAL PAYMENT AND RIGHTS

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.org

Adoption date: October 17, 2018

I. Purpose

J. Paul Taylor Academy (JPTA) will ensure that meal services are available to all students. This policy establishes meal payment rights and expectations for students and families.

II. Right to Free and Reduced-Fee Lunch Application

JPTA will provide a free, printed meal application to all families as part of the enrollment packet at the beginning of each school year, or the electronic application process will be explained with instructions for how families may request a paper application.

III. Students Experiencing Homelessness

The JPTA McKinney-Vento Liaison will ensure that students who are homeless receive free meals and are appropriately coded and entered into the student-teacher accountability reporting system.

IV. Right to Receive Meals

Regardless of whether a student has funds to pay for a meal or owes fees for earlier meals, the school will provide a meal to any student requesting one.

V. Ensuring that Eligible Students are Enrolled

If a student owes fees for five (5) or more meals, JPTA will provide information and/or an application for free/reduced meals. Parents or guardians are ultimately responsible for any meal charges. Communications about school meal debt will only be to a parent or guardian.

If a student owes for five (5) or more meals, JPTA will:

- check the state list of students categorically eligible for free meals to determine if the student is eligible.
- make at least two (2) attempts, not including the application or instructions included in a school enrollment packet, to reach the student's parent or guardian and have the parent or guardian fill out a meal application; and,
- the Executive Director or Assistant Director will contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal, and offer any other assistance that is appropriate.

VI. Responsibility for Payment

Parents or guardians will ultimately be responsible for any allowed meal charges when students are unable to pay for the meal. Communications about school meal debt shall only be to a parent or guardian. The parent or guardian shall not pay fees or costs to collection agencies for school meal debt.

LEGAL REF.: 22-13C-1 to 7 NMAC (1978)

42 U.S.C. 1771 et seq., The Child Nutrition Act

Title 7, Vol 4, Section 245.6d C.F.R