Last Revision: Aug 2023

**RENAISSANCE ACADEMY**

**School Meal Charge Policy**

Renaissance Academy recognizes adequate nutrition is essential to a student’s mental, physical, and academic growth. Therefore, all students participating in the National School Breakfast and Lunch Program whether at a free, reduced or paid rate, will receive a full reimbursable lunch that meets USDA requirements.

Unless a student has been approved to receive free school lunch, payment for school meals is expected at the time of purchase. Parents or guardians are responsible for maintaining a positive cash balance in their student’s lunch account. Nevertheless, the Food Service Department recognizes there might be occasions when a parent or guardian fails to maintain adequate funds in a student’s account; therefore, as a courtesy to families we have adopted the following policies/procedures regarding account payments.

**FINANCIAL ASSISTANCE**

Families in financial need may apply for USDA’s Free and Reduced Meal Program. To apply, parents/guardians can apply online through Aspire. If you have any questions, please contact Stella Aires (801)768-4202 x-5112 or saires@renacademy.org.

**MAKING PAYMENTS**

Lunch account payments may be made online or onsite.

*Online Payments*

Find the “Online Payments” link on the right hand side of the school’s website (www.renacademy.org). The link will take you to Renaissance Academy’s Secured Instant Payments website (SIP).  In addition to single payments, SIP has the option to schedule auto payments for your convenience.

**Important Reminder:**  Online payments ***may take up to 36 hours to be posted*** to your child’s lunch account on our student information system (Aspire). Aspire also functions as our point-of-sale software for cafeteria purchases.  Therefore, if a payment has been made through Secure Instant Payments, but has not posted to your child’s Aspire account, our lunchroom staff will not know of your payment until it does.

*Onsite Payments*

Payments made by cash and/or check may be given to the front office or kitchen. When making an onsite payment, please write school lunch at the top of the envelope, your student’s names, ID#, grade and payment amount.

Onsite cash or check payments typically post to the student’s Aspire account on the same day. In either case, it is **highly recommended** that you schedule a weekly Student Summary email through your Aspire account. In addition to an academic update about your student, this summary will also provide you a weekly report of their current lunch balance. You may check their balance on Aspire at any time by going to the "Transactions" section of your Aspire account’s landing page.

**MANAGING DELINQUENT ACCOUNTS**

1. Renaissance Academy will identify accounts weekly and notify parents by email of any negative balances. Ongoing email notifications will continue until the account is current.
2. Once a student has a balance of **-$15.00** they may be sold a reduced price alternate meal ($1.25) until their account is brought to current. The alternate meal consists of: a cheese sandwich, salad bar (fruits and vegetables) and a milk. Renaissance Academy may ask students to take enclosed notifications addressed to the parent home with them. Staff are not able remind students to tell parents of negative balances. It is the parent’s responsibility to check and pay their student’s account and contact the Lunch Department to make any payment arrangements necessary.
3. Accounts with a negative balance of **-$30.00** may have a letter sent home with an application for The Free and Reduced Program and receive a phone call.
4. Accounts with a balance of **-$50.00** will be referred to school administration to make payment arrangements with parents.
5. During the last month of the school year (May) students with a delinquent account of **any** amount will be given an alternate meal until payment is made in full.
6. All accounts with negative balances are expected to be paid off at the last day of the school year. Any negative balance will remain the obligation of the parent/guardian until paid in full. All balances are carried forward to the next school year.
7. At the discretion of school administration, negative balances that are not paid in full by the last day of school may be sent to collections at the cost of the patron. Student transcripts to withdrawal from school may be held until negative balance is paid in full.
8. Students who are withdrawn or graduate may request a lunch account refund. This request must be made in writing to the Lunch Department within 90 days of departure. Alternatively, all funds may be transferred to a sibling's account or donated to help pay other negative account balances.