

## 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 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 lunch account payments.

#### FINANCIAL ASSISTANCE

Families in financial need may apply for USDA's Free and Reduced Meal Program. To apply, parents/guardians can either: 1) apply online through their Aspire account or 2) complete a hard copy applications. Hard copy applications can calling the Food Service Department at (801)768-4202 x-5112 or by emailing Stella Aires at 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](http://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 placed in the school's lunch payment drop box located on the wall directly across from the front office. When making an onsite

payment, please complete the form on the outside of the payment envelope and deposit it into the gray lockbox at that location.

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 anytime by going to the "Transactions" section of your Aspire account's landing page.

### **MANAGING DELINQUENT ACCOUNTS**

1. Each student account balance will be reviewed on a weekly basis.
2. Parents/staff will be notified by e-mail when their accounts have a balance of **-\$5.00**. Ongoing email notifications will continue until the account is current.
3. Patrons with a negative account balance may not purchase a la carte items.
4. When a student or family account reaches **-\$10.00** school staff will call the parent or guardian to make payment arrangements.
5. Once a student has a balance of **-\$10.00** they may be sold a reduced price emergency lunch until their account is current. The emergency lunch will consist of: a sandwich, anything from the salad bar and a carton of milk. The charge for emergency meals is \$1.25 for full-pay students and \$0.40 for those who've qualified for reduced price lunch.
6. Accounts with a negative balance of **-\$20.00** will be sent a letter home with an application for The Free and Reduced Program.
7. Accounts with a balance of **-\$30.00** will be referred to school administration to make payment arrangements with parents.
8. All accounts with negative balances are expected to be paid off the last day of the school year. That notwithstanding, any negative balance will remain the obligation of the parent/guardian until paid in full.
9. 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.
10. During the last month of the school year students with a delinquent accounts will be given an alternate meal until payment is made in full.
11. Patrons with account balances under \$10.00 will not be refunded. However, these balances will carry forward to the next school year.
12. Students who are withdrawn or graduate may request a lunch account refund for the sum that exceeds \$10.00. This request must be made in writing, within 60 days of departure. Alternatively all funds may be transferred to a sibling's account.