



2020-2021 Meal Charge Policy

Application for Free and Reduced Price Meals

Our school participates in the National School Lunch Program, and offers free or reduced priced meals to families who qualify. All families are encouraged to submit a meal application by the first week of school – one application per household is needed. Families can at any time submit a new application if there is a change in the household income or family household number. Applications can be accessed in the front office or downloaded from our website at <https://ileadsantaclarita.org/cafe/>.

Meal Charge Policy

Families are strongly encouraged to pre-pay for meals on a regular and consistent basis, unless they qualify for free meals.

Families who do not qualify for free meals are expected to provide funds on a timely basis for their child to participate in the meal program. As a nonprofit organization we are dependent upon all funding to support our healthy meal program. Parents will be notified via *email or letter* of low balances or an exceeded charge limit, and will be expected to immediately submit a payment so that their child may continue to eat in the cafeteria. At any time, parents may also submit an application for free and reduced meals if the household is experiencing hardship.

Student Pricing

- Students who do not qualify for free or reduced price meals must pay \$3.10 for lunch and \$1.90 for breakfast
- Students who qualify for reduced meals must pay and \$0.40 for lunch and \$0.30 for breakfast

Payment Options

- Students or Parents may pay for meals daily at the front office by cash or check or families may pay online at mymealtime.com. Please see website for directions on how to create a Mealtime account, <https://ileadsantaclarita.org/cafe/>.

Per California Education Code Section 49557.5:

- Students will not be denied meals for any reason, regardless of their meal debt.
- Students will be served reimbursable meals, not an alternative meal, regardless of their meal debt.
- No student will be overtly identified as receiving free or reduced-price meal benefits or as having delinquent debt
- No action will be taken against the student in order to collect unpaid meal debt

Dietary Needs

- Any students with food allergies must complete the dietary needs form accompanied by a physician's note, each school year. This form can be obtained through the office.

Notification of the Meal Charge Policy

The meal charge policy will be provided in writing to all families at the start of each school year and to families transferring to the school midyear. The meal charge policy will also be provided to all school or district-level staff responsible for policy enforcement.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at the [Filing a Program Discrimination Complaint as a USDA Customer page](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the

form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: 202-690-7442; or

(3) email: program.intake@usda.gov

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