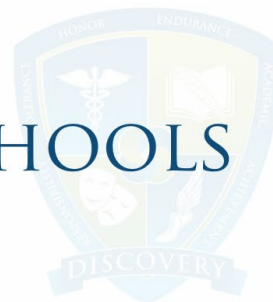




DISCOVERY SCHOOLS



School Meal Policy 2022-23

Application for Free and Reduced Price Meals

All families are encouraged to apply for free and reduced meals each year. Families must submit a new application every school year. Families can at any time submit a new application if there is a change in the household income or family number during the school year.

We encourage parents to apply online: **mymealtime.com**. Paper applications can be downloaded from our website.

Charge Policy

- Adults are not allowed to charge any meals. There is no exception to this policy.
- Parents/guardians are encouraged to prepay for meals online at **mymealtime.com**. Alternate forms of payment: cash, check, money order, debit/credit card in person in the front offices at each campus.
 - Parents/guardians are expected to maintain a positive balance in their student's meal account. Charging of á la carte items to a meal account shall not be permitted; the purchase of á la carte items will be on a cash only basis.
- Families who have accrued charges equal to or exceeding \$50 at the end of each school year will have that debt subject to collection.
- At least one written warning shall be provided to a parent/guardian for exceeding the schools charge limit.
- If payment of the negative balance is not received, the debt will be turned over to the superintendent for collection. If the debt is not paid within ten days of mailing the final notice of the negative account balance, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.
- Payment in satisfaction of any negative balance owed for school meals may be made at the school, district office, or online at www.mymealtime.com.
- The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students who transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained by the executive director of business

Student Pricing

- Students who do not qualify for free or reduced meals must pay \$2.20 for breakfast and \$3.30 for lunch
- Students who qualify for reduced meals will be charged \$0.30 for breakfast and \$0.40 for lunch

Recovering Unrecovered or Delinquent Debt

Title 2, *Code of Federal Regulations* (2 *CFR*), Section 200.426: Bad debts are an unallowable cost to federal programs. According to federal guidance, unpaid meal charges are designated as unrecovered or delinquent debt until it is deemed uncollectable, at which time it becomes bad debt. The difference between unrecovered or delinquent debt and bad debt is described below:

- **Unrecovered or delinquent debt** refers to meal charges that have not been paid by the student(s) or parent(s) during the fiscal year.
- **Bad debt** is considered unrecovered or delinquent debt that, after all reasonable steps have been taken, has not been recovered by, or before, the end of the fiscal year in which the debt was incurred.

The SFA will take all reasonable steps to recover the unrecovered or delinquent debt, and if unsuccessful in collecting the debt by the end of the fiscal year, then LDOE considers the debt as bad debt and the SFA will use nonfederal funding sources to repay the NSFSA for the total amount.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

(2) fax:

(833) 256-1665 or (202) 690-7442; or (3) **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.