



Meal Charge Procedure

Utopian academy for the Arts Charter School (UAFA) participates in the National School Lunch and Breakfast Program that permits the school network to offer free and reduced priced meals to students who qualify. The School Nutrition Program (SNP) is a self-sustaining enterprise through the local board of Education under UAFA Network. Therefore, the program must rely on meal payments and federal/state reimbursements to fund the program.

Purpose of this Criteria/Procedure:

State Rule 160-5-6-.01 STATEWIDE SCHOOL NUTRITION PROGRAM requires the School Food Authority (SFA) to make school meals available to every student in attendance between the hours of 10 a.m. and 2 p.m. State and Federal regulations require payment for school meals to paid and/or reduced-price students unless the SFA or school has been approved to be in the Special Assistance Certification and Reimbursement Alternative Provision. Federal regulations prevent the denial of a meal to a student eligible for free meals, except under certain circumstances, such as when the parent has refused the program benefit. The local SFA will ensure that the charge procedure is available to all stakeholders through student handbooks and web site.

Payment Responsibility for Free/Reduced Price Meal Applicants:

It is the parent's/guardian's responsibility to provide the means for their student to have accessible meal funds prior to meal service. To do this, there are three things that must be completed:

- Establish a meal account with Vanco Online Payment and maintain a positive balance to cover meal charges.
- Complete the free/reduced application to determine eligibility of meal benefits
- Or provide a lunch from home

Free/Reduced

All students are eligible to apply for free or reduced-price meal benefits. Federal guidelines allow school systems a maximum of ten (10) days to approve a new free and reduced-price meal application once received. No student is allowed a free or reduced-price meal without a current approved application on file in the School Nutrition Department. Parents/guardians who apply for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Once approval is granted, parents will receive a notification letter of a student's eligibility showing

the effective date. If a notification letter is not received within ten (10) days, parents should check with the School Nutrition Central Office to see if the free and reduced application has been received.

Payments

- Families paying for meals must submit payment through the **Vanco** online payment system. Schools will not be collecting money for school meals.
- Online Prepayment System Vanco:
- Log onto (hyperlink to be added), (directions to be added).
- **Vanco school lunch payment**, Convenient, Affordable & Delicious adult and non-UAFA student lunch meals
- **Faculty and staff members are encouraged to establish a PIN for school meals**
- No cash payments or money orders or cashier's checks accepted.

School Meal Pricing

Payment Options:	Daily Breakfast Prices:	Daily Lunch Prices:	Daily Milk Choices:
Pay Online:	Full Paid \$2.00 Reduced \$.30 Extra Milk \$.75	Full Paid \$3.25 Reduced \$.40 Extra Milk \$.75	1% Non-Flavored Fat-Free Strawberry Fat-Free Chocolate

*The Georgia State Board of Education has voted to cover the cost of reduced-price meals for any student approved for reduced-price meals for the 2023-2024 school year. Therefore, the student will not be charged for these meals.

Excessive Charges/ Courtesy Meal:

It is the desire of the SNP that all students receive a healthy meal. In the event any student has reached the maximum charge limit, (\$5.20) the student may be offered a courtesy meal. If the maximum charge has been met students are offered a courtesy meal up to but not limited to five per school year. If five courtesy meals have been met a parent/guardian will be contacted to complete a free and/or reduced meal application. Courtesy Meals will be entered into the POS system as an alternative charge. The meal will also be tracked in the production record at the school by the Food and Nutrition Department.

Manager Responsibility:

The manager will communicate the charges with parents and school administration. Managers should print a list of students who have reached the maximum meal charge daily and identify the student to receive an alternative meal prior to getting a tray. Managers should offer/issue the courtesy meal in such a way as not to cause embarrassment to a child. They should also avoid taking food from a student and discarding it in their presence. A student’s meal benefit status should always remain confidential. Managers should make every effort to identify these students and contact the parents prior to them reaching the point of sale. Managers are also responsible for ensuring all school nutrition personnel, including cashiers, are trained to consistently enforce the school’s charge policy. *Principals have the discretion to reimburse school lunch charges or create a school funded account that maintains a positive balance to cover the cost of student meals without funds to prevent the courtesy meal. These meals will be at the adult meal price as reimbursement from USDA (United States Department of Agriculture) will not be provided considering this is not a student account.*

Outside**Food**

Outside food, from fast food establishments, including but not limited meal delivery services are not permitted to be delivered to students during school hours.

Food Services Department Inquiries

If you have any questions or concerns pertaining to UAFA's Nutrition Department.

Jamelle Boyer

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