



## **Board Policy on Academy Nutrition Services Fiscal Procedures**

The following federal and state regulations, guidance, and laws govern alternate meals and unpaid meal charges:

Commencing in SY 2022–23, *Education Code (EC) 49501.5* requires public school districts, county offices of education, and charter schools serving scholars in grades TK–12 to provide two meals free of charge (breakfast and lunch) during each school day to scholars requesting a meal, regardless of their free or reduced-price meal eligibility.

The SFA shall provide a nutritionally adequate breakfast and lunch that qualifies for reimbursement under the federal child nutrition program regulations. *EC, Section 49553(a)*

Scholars eligible to receive free or reduced-priced meals shall not be treated differently from other children. These plans shall ensure each of the following:

- Unless otherwise specified, the names of scholars shall not be published, posted, or announced in any manner, or used for any other purpose other than the National School Lunch Program.
- There shall be no overt identification of any scholars by the use of special tokens or tickets or by any other means.
- Scholars shall not be required to work for their meals.
- Scholars shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time.

When more than one lunch or breakfast or type of milk is offered pursuant to this article, the [free and reduced-price eligible] children shall have the same choice of meal.

### **Recovering Unrecovered or Delinquent Debt and Meal Charge Policy**

This organization is a non-charging SFA, and does not collect payments from paid or reduced families. Money is transferred from the general fund to the school food fund to help cover the program costs.

All families are encouraged to complete a meal application each year, and monthly meal claims are filed based on meal status.

## **Tracking Revenue and Expenses**

The SFA will track all meal program revenue and expenses on a separate line item in the general budget. Each month all revenue and costs will be reconciled and tracked, to be reviewed by the Program Manager and Finance Department.

The SFA will track any and all nonprogram foods separately from program food costs (ie. adult meals). No food items will be purchased from the food service account (fundraisers, a la carte etc. if sold, will all be purchased through general fund account). Program costs consist of all reimbursable breakfast, lunch, snack or supper (as applicable), prior approved equipment purchases, and program materials (such as marketing and office supplies).

The Program Manager and Finance Department will be trained annually on allowable costs, bad debt procedures and the meal collection policy.

## **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, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#) (PDF), found online at How to File a Program Discrimination Complaint 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, Mail Stop 9410  
Washington, D.C. 20250-9410;
  
2. fax:  
202-690-7442; or
  
3. email:  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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