Tree of Life Charter School

Meal Count and Charge Policies

# PURPOSE:

The purpose of this policy is to document meal count and charge processes and procedures. The goal of this policy is to establish a consistent policy regarding the meal counting process, charges for second helpings and collection of charges.

# SCOPE OF RESPONSIBILITY:

**Food Program Coordinator**: Responsible for maintaining payment records and ensuring that all charges are collected at time of service. Responsible for creating and maintaining records of all meals served. Responsible for using direct certification extracts to determine all students’ meal status. In partnership with the business manager, ensures that alternative income forms are completed by all households. Free/reduced applications are prohibited under the Community Eligibility Provision which Tree of Life School operates under. Therefore, these applications are not collected.

**School Principal**: Responsible for overseeing records of charges collected for second meals and a-la-carte items.

**The Parent/Guardian**: Responsible for insuring their child has sufficient cash to purchase second meals and a-la-carte items if desired.

# ADMINISTRATION OF POLICY:

Parents/guardians will be reminded monthly of the free breakfast and lunch provided for each student each day as well as of the charges for second meals and a-la-carte items.

Charge accounts will not be available; therefore, no person (student, staff, parent or other adult) may charge any food at any time.

If a student attempts to charge any food, the Food Program Coordinator will contact parents/guardians to remind them of the policy.

Meal counts are entered into a Google form or on a paper roster during lunch service. On a weekly basis all breakfasts and lunches served will be added up separately and entered into a claim tracking spreadsheet. The Food Program Coordinator is responsible for maintaining computer and paper files with current data. All computer files are offline documents and on a computer that is password protected and can only be accessed by the Food Program Coordinator. The backup file is on a password protected flash drive. The paper files are kept in a locked desk.

Counts of second meals and a-la-carte items will be tallied on a sheet listing all item names. Students’ names will not be tracked for second meals and a-la-carte items.

The School’s efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The School shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

# CIVIL RIGHTS AND PRIVACY:

No student may ever be denied the same food as other students due to their lunch status. Students with food allergies or dietary restrictions will be provided with a suitable meal. Food allergy and dietary restriction list will be kept available to meal staff but out of view of others. Free/reduced status is not accessible from the Google form or listed on the paper roster. The Food Program Coordinator is the only person with access to spreadsheet data concerning free/reduced status and payment status.