

# LAAA Meal Program Policies and Procedures

The school meal program at LAAA offers well balanced meals to students in KN-8<sup>th</sup> grade every day. We know that children need a variety of foods such as fruits, vegetables, whole grains, and protein and adequate calories in order to grow and develop healthy. Good nutrition influences children potential for learning. The school meal program is managed in accordance with the National School Lunch and Breakfast Program (NSLBP), LAAA policies, the Department of Health and the Delaware Department of Education.

## Meal Prices KN-8<sup>th</sup> Grade

Breakfast	Lunch	A La Carte
Regular price.....\$1.80	Regular price.....\$3.00	Milk .....\$0.40
Reduced Price.....\$0.30	Reduced Price.....\$0.40	Bottle Water ..... \$1.00
Adult price.....\$2.50	Adult price.....\$3.75	Smart Snacks.....\$0.75
		Smart Snacks
		Ice Cream.....\$1.00
		Fruit or Vegetable.....\$0.50

\* Reduced price breakfast/lunch – Based upon eligibility

## Ordering Lunch

In an effort to reduce food waste, homeroom teachers will have a student lunch count every morning. Payment for breakfast and/or lunch is required and expected in a daily, weekly or monthly basis. Please see the Payment Options section for more information.

**Students with a balance or without funds in their school meal account will not be able to participate in the School Meal Program. These students will receive an alternative meal for lunch at \$0.50.**

## Free and Reduced Price Meals Application

**Your child may qualify for free meals or for reduced price meals.** Every school year families are given the opportunity to apply for federal assistance which may result in free or reduced priced meals. This eligibility is based on income scales used by the Nutrition Programs. To determine this eligibility, you must complete and return to school an application for school meal benefits.

For your convenience this form can be found in the school website and in the school’s main office.

During the first 30 days of school, your child will continue with the same eligibility (free, reduced or regular price school meals) as last school year. If an application for school meal benefits is not received and processed within the first 30 school days, your child eligibility will automatically change his eligibility to pay regular price meals. Remember, you can submit a school meal benefit application anytime during school year. Once the application is received and processed, you will be informed the determination of eligibility by letter.

## Menus

A monthly breakfast and lunch menu will be posted in the school website. Please review the menus carefully and decide whether your child will be buying or receiving school meals. Unfortunately, we cannot substitute any food items from the menu to accommodate your child's likes or dislikes.

If your child has an allergy, please see the school nurse to obtain allergy form to be completed and signed by your child's physician.

## Eligibility

If your child is not eligible not qualify for free or reduced meals, then payment is required and expected for all school meals and a la carte items. Students with a balance or insufficient funds in their account **will not be able to participate in the school meal program or buy a la carte items**. These students will receive an alternative meal for \$0.50. Payment can be sent daily, weekly or on a monthly basis.

## Payment Options

### Check/Cash

Checks or cash payments sent to school should be placed in an envelope with the following information: **student name, dollar amount enclosed, and the student's homeroom teacher**. One check can be used for more than one child. Please indicate the names of the children on the envelope and amounts to be allocated to each account. A receipt of payment will be sent home via student every time the school receives a cash or check payment.

Any checks that are returned from the bank with non-sufficient funds, closed account, etc. must be settled immediately. *Please see the Returned Check Policy below.*

The school is not responsible for lost, stolen, or money used to buy a la carte items.

### Credit Card using PayPAMS

PayPAMS was designed to provide parents with a safe and convenient way to prepay for student's meals online with a credit card. For more information about PayPAMS or to register visit the PayPAMS website.

Create a PAYPAM account to monitor balances and purchases. This service is free.

## Returned Check Policy

Any check returned for insufficient funds, closed account, etc. must be settled immediately with the school. A letter will be sent to the parent(s)/guardian(s) informing them that the school received notice from the bank regarding a returned check and the amount of money due.

Payment is required by cash or money order within three (3) business days after the notice is sent. Any returned check fee assessed to the school will be charged to the student's account.

If multiple checks are returned from one household, the school will not accept a check as payment for any school activity or program from the parent(s)/guardian(s) for a period of up to one year from the date that the obligation is paid. The Meal Program Coordinator will place a notification on the student's account instructing the office to not accept checks as payment for meals.

## Communication

Any parent/guardian who believes that they have received a communication regarding the meal program that is not accurate must dispute the balance in **WRITING within three (3) business days** of date the communication was sent via U.S. Mail or email to:

Peter Kutchen, RD  
School Nutrition Manager  
Peter.Kutchen@laaa.k12.de.us