



## PAID MEAL COLLECTION POLICY FOR FOOD SERVICE

### COLLECTION PROCEDURE

There are two methods of payment for meals: prepayment and post-billing. Students who pay full price or a reduced price for their meals have the option of paying on a weekly, monthly or annual basis.

If a student is charging their meal, the School Business Operations Manager (SBOM) or designee logs the charged meal on that student's account on the meal log at the time the meal is being taken by the student. Students can charge up to \$50. At the end of the month, all parents receive letters whose children have outstanding balances that are unpaid.

Even if a student meal charges exceeds the \$50 limit, the students will be able to receive a regular meal during breakfast and lunch. A student will never be denied a meal due to inability to pay.

Families that are unable to pay for their student's meals, are encouraged to fill out a lunch application to see if they might qualify for federal assistance. Families can request the lunch applications in the main office.

### PREPAYMENT

Students have the ability to prepay with cash or a check for their meals before school begins each morning. Parents or students can turn in the prepayment to the School Business Operations Manager, and the SBOM will track it on PowerSchool under the student's record.

### POST-BILLING

The SBOM will send out bills monthly and/or at the end of the semester for any outstanding balances. The SBOM will continue to encourage families who have not submitted a lunch application to submit one.

## EXCESS BALANCES

Families who have a positive balance in the student's paid meals account will be notified by the SBOM before the end of the year. The parents can opt to either carry the balance over to the following year, or receive a refund for the excess balance. If a refund is elected, the SBOM will mail a check home.

## DELINQUENT DEBT

When meal charges continue to go unpaid, parents are contacted by phone and/or mailed a letter from the School Business Operations Manager.

If after sending out the post-billing notices families are still not submitting payment, the SBOM will follow up with phone calls or set up meetings to determine why families are not paying and come up with a payment plan, if needed. The payment plans will take into account the family's financial circumstances and be reasonable in terms of amounts and timeline. The payment plan will be signed by the family and the SBOM. Families would pay the payments on the payment plan to the SBOM.

## CONTACT INFO

If you have any questions in regards to this policy, please contact the School Business Operations Manager at your student's school.

LA Promise Charter Middle School

Guadalupe Cardona

323-403-0770

[guadalupec@lapromisefund.org](mailto:guadalupec@lapromisefund.org)

LA Promise Charter High School

Janice Herbert

323-375-5273

[janiceh@lapromisefund.org](mailto:janiceh@lapromisefund.org)