

**SAM HOUSTON STATE UNIVERSITY
CHARTER SCHOOL
BREAKFAST CHARGE POLICY
2017-2018**

TABLE OF CONTENTS

PURPOSE	3
PUBLISHED MEAL RATE	3
PAYMENT METHOD.....	3
FREE AND REDUCED-PRICED MEALS	3
BREAKFAST SERVICES.....	4
MEAL CHARGING	4
ACCOUNT STATUS NOTIFICATION	5
DEBT COLLECTION.....	5

PURPOSE

With this policy Sam Houston State University Charter School (SHSU Charter School or the School) establishes a consistent policy and procedure for providing meals to students who have insufficient funds in their school meal account and for the collection of unpaid meal debt. SHSU Charter School is committed to serving its students reimbursable meals that meet all of the health and nutrition guidelines set forth by the State, with alternate options for students violating this Breakfast Charge Policy, so that every student is ensured a meal every day they attend the School.

PUBLISHED MEAL RATES

Please refer to the SHSU Charter School website for the most recent published meal rates.

PAYMENT METHOD

Payments can be made on either a monthly, bi-weekly, or weekly basis. Payments made monthly are due on the first school day of each month, and payments made bi-weekly or weekly are due the Thursday of the previous week. Payments will be turned into the Lead Teacher at each site and only check or money order is an acceptable form of payment. There is no online option for making payments at this time.

FREE AND REDUCED-PRICES MEALS

Households of SHSU Charter School students may apply for free and reduced-priced meals at any point during the school year. Meal applications will be distributed on the first day a student attends SHSU Charter School, normally the first school day of the year unless a student enrolls mid-year. Meal applications will also be posted on the School's website for access at any time.

Parents/Guardians are encouraged to complete and return the meal applications as soon as possible and regardless of whether they think their child will qualify for free or reduced-priced meals. If household size changes or income changes, families may re-apply for meal benefits any time during the school year.

Households who apply for free and reduced-priced meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Federal guidelines allow a maximum of ten days to approve a new application. No child is allowed a free or reduced-priced meal without an approved application or direct certification information on file. Parents/Guardians will receive a notification letter of the student's eligibility showing the effective date. If a notification letter is not received within ten days, the parent should check with the approving official at the school regarding the status of the application.

Households that are receiving SNAP or TANF benefits will receive a notification of eligibility letter from the School based on Direct Certification if the School has received information about the student(s).

BREAKFAST SERVICES

Breakfast for Students Attending Sam Houston State University Charter School Located at Brighton Academy, Greengate Academy and Little Geniuses Academy

The students that attend SHSU Charter School are only required to be under the charter school's supervision between 7:45am and 3:45pm. Therefore, in order for a student to be served breakfast, they will need to be dropped off at the childcare site before 7:45am and must be enrolled in the site's before-school program and pay any fees associated with the program. Students who do arrive before 7:45am will fall under the Child and Adult Care Food Program (CACFP) and can receive breakfast. The breakfast menu and breakfast prices can be obtained from the childcare site. Sam Houston State University will not file for any breakfast reimbursements at any campus with the exception of the Cypress Trails Preschool and Childcare Center.

Breakfast for Students Attending Sam Houston State University Charter School Located at Cypress Trails Preschool and Childcare Center

Temporarily, our location at Cypress Trails Preschool and Childcare Center is in the process of starting their childcare center and will not be able to serve SHSU Charter School students breakfast. As a result, SHSU Charter School at Cypress Trails will provide students breakfast under the School Breakfast Program. SHSU Charter School will provide breakfast menus, prices, and collect payments for its students that attend the Cypress Trails location. Students who wish to receive breakfast will need to be dropped off at the childcare site before 7:45am. Please note, if a student is dropped off before 7:30am, they will need to be enrolled in the site's before-school program and pay any fees associated with the program. Although a student can potentially arrive early enough to enroll in the before-school program at Cypress Trails, SHSU Charter School is still responsible for feeding the students breakfast. An SHSU Charter School employee will be at Cypress Trails at 7:30am, Monday through Friday, to ensure that the charter school will have supervision over its students who receive breakfast. At 7:45am, all charter school students, including those participating in the before-school program, are under the charter school's supervision until 3:45pm.

MEAL CHARGING

A student will be allowed to charge up to five breakfasts (separate from lunch charges), regardless of their eligibility status (paid, reduced, or free). Once this balance has been reached on a student's account, they will be served an alternate meal. This meal will

vary depending on the site the student attends. All students will be provided some type of meal regardless of their meal account status.

All negative balances must be paid prior to the end of the semester.

ACCOUNT STATUS NOTIFICATION

Households are strongly encouraged to maintain sufficient meal funds for their student(s) on a weekly basis at minimum. SHSU Charter School will notify the household via postal mail and email if a student has three charged breakfast meals. Weekly emails will be sent to the parent/guardian until the negative balance is resolved. The household will be notified again in writing if the student's account reaches the maximum breakfast charging limit of five meals.

Notifications to households will include the amount of unpaid breakfast meal charges, expected payment dates, the consequences of non-payment, and where to go for questions or assistance.

DEBT COLLECTION

If an account has not been reconciled after the efforts of account status notification, the principal or superintendent will contact the household to discuss the student's meal account status and formulate a payment plan (if necessary) or other plan of action in order to assist the household in paying the negative balance.