



## CAFETERIA MEAL CHARGE POLICY

### BACKGROUND:

MOT Charter School participates in both the National School Lunch Program (NSLP) and the School Breakfast Program (SBP), and believes that these policies are integral in ensuring that students have access to nutritious meals to support their academic success.

In accordance with **SP 46-2016**, created by the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) July 8, 2016, the intent of this policy is to establish a process and procedure to handle situations in which children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals.

### PREPAYMENT AND ACCOUNT BALANCE MONITORING:

Families are encouraged to pre-pay for student meals. Payment may be brought to the front office or may be made through the [online payment system](#), accessible through the MOT Charter School website ([motcharter.com](http://motcharter.com)).

Cafeteria account balances should be monitored regularly to ensure there are sufficient funds available to purchase meals. Account balances and account activity can be reviewed by visiting [www.myschoolaccount.com](http://www.myschoolaccount.com). Please note that in order to eliminate transaction fees paid by families, this website is for **account monitoring only**. Payments must be made through the [online payment system](#), referenced above. The MySchoolAccount system is updated nightly and will allow families to set up low balance reminders which will send an email notification when the account reaches a certain level (chosen by the family). We **strongly suggest using the low balance reminder system** to ensure that students have sufficient funds available to purchase meals each day.

### MEAL CHARGES:

If a student forgets their lunch and/or has insufficient funds in their cafeteria account, they will be permitted to charge a meal. Parents will be notified that a lunch was charged and that payment is due the following day. If a student forgets their lunch on any subsequent day before the account balance has been restored, they will be provided an alternate meal at no charge. Alternate meals are provided in a brown bag and include a sandwich and plain milk. Parents will be notified that an alternate meal was provided and that the overdue account balance must be paid the following day. Cafeteria accounts with overdue balances will be referred to the Business Office and/or building Principal. In the event that families are unable to pay the overdue balance in a timely fashion, the Business Office will work with them to explore all available options, including payment plans and eligibility for participation in the Free and Reduced Price School Meals program. Adult meals, breakfasts, and a la carte items may not be charged to cafeteria accounts with insufficient funds.