



**INDEPENDENCE CLASSICAL ACADEMY  
MEAL CHARGE AND UNPAID BALANCES POLICY**

Independence Classical Academy participates in the National School Lunch Program and offers meals for purchase to all students in the school. Some students may be directly certified to receive free or reduced priced meals and all families are invited to apply for meal benefits based on income. Families are alerted of their student eligibility annually and are aware that they will need to pay if they do not qualify for free or reduced-price meals.

Meal Prices are as follows:

Student Paid Breakfast:	\$2.50	Student Reduced Price Breakfast:	\$.30
Student Paid Lunch:	\$4.00	Student Reduced Price Lunch:	\$.40

Students who come to school without a lunch and do not qualify for free or reduced-price meals will be given an alternate reimbursable meal. The school will reach out to families of students who continue to come to school without a meal via email then phone call home, to encourage them to apply for meal benefits.

Students with an unpaid meal deficit of more than 10 lunches or \$50.00, will be given an alternative non-reimbursable meal until their balance is current. Students will be denied purchasing ala carte items if sufficient funds are not on account.

School leadership and foodservice staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the school will be made on a regular basis and before the end of the school year. Families who are struggling to pay for student meals are strongly encouraged to complete an application for free and reduced meals.

Uncollected fund balances will not be carried over from one fiscal year to the next. Monies will be taken from non-public funds at the end of the year to cover the amount of the bad debt. When payment is received, the funds will be deposited back into the non-public fund account.

The meal charge policy will be provided in writing to all families at the start of each school year and to families transferring to the school midyear. The meal charge policy will also be provided to all school or district-level staff responsible for policy enforcement.


Policy Adopted: 8/29/24  
Date

By: [Signature]  
Authorized Representative

## **NON-DISCRIMINATION STATEMENT**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a [Form AD-3027, USDA Program Discrimination Complaint Form online](#) , or obtain the form from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **Fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **Email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

### [Nondiscrimination Statement Translations](#)

#### [Declaración de no discriminación](#)

This institution is an equal opportunity provider.