



**Discovery Charter School
MEALS PROGRAMS
SY 2017-2018**

MEAL PAYMENT, CHARGING, COUNTING & CLAIMING PROCEDURES

Discovery Charter School participates in the National School Lunch, Breakfast, and new this year, the After-School Snack Programs and provides free, reduced, and full paid reimbursable lunches for all students based on their eligibility status. Households may apply for free/reduced meals anytime during the school year. Applications are provided to all households prior to the school year and are included in enrollment packets. In addition, applications are available in the school office at any time.

MEAL PAYMENTS

Meal payments are collected in the following ways: by the school office in the form of Cash or Check or PayFort system via the website for deposit into a student meal account on an ongoing basis. For SY 2017-18, full paid student lunches are \$2.90. Full paid student breakfasts are \$1.90. Snacks are provided free of charge. Adult lunches are \$3.85 and adult breakfasts are \$2.25.

MEAL ACCOUNTS

All students enrolled at Discovery Charter School are automatically set-up with a meal account. Each student is provided a PIN# that gets entered in at the Point of Service in the lunch room. Students are discouraged from sharing Pin#'s with other students or siblings as this may cause a disruption in meal counts. If a parent requests that their students' account be disabled for any reason this can be done by contacting the School Office. Please note it is the Parent/Guardians responsibility to verify meal purchases on student accounts. Lunch balances and account information will be emailed weekly. The information is also available on the JMC Parental Portal and the "PayFort" system.

MEAL CHARGING

At a minimum, bills for student meals served will be provided to the household/parent/guardian on a monthly basis. Students are allowed to charge meals however, households are encouraged to pre-pay for meals and deposit payments into their students account(s). If any student account develops a significantly negative balance, the household will be contacted by the school office.

****Discovery Charter School does not offer an alternative meal for students with negative balances nor does it identify negative meal balances in the lunchroom.** payment arrangements may be made with families or accounts may be inactivated with advanced notice until balances are paid in full with. Meal accounts with any balances are to be settled by the last day of the school year.

MEAL COUNTING AND CLAIMING

The Point of Service/end of the line monitor identifies determines if the student has selected a reimbursable meal, the Student then enters in the Pin# assigned to them and the Monitor identifies the student (Verbally) by name.



Multiple school staff act as monitors and are provided annual and ongoing training on Civil Rights, identifying reimbursable meals, and payment procedures.

The Electronic meal counts provide daily and monthly tabulations of meals by free, reduced, full paid categories and monthly totals for reimbursement. The data to be submitted on the monthly claim for reimbursement is edited/compared to daily and monthly maximum allowable meals by category prior to submission. The monthly claim for reimbursement is submitted online via CLiCS to the MN Dept of Education.