



## **IVY CLASSICAL ACADEMY**

### **School Meal Charge & Bad Debt Policy 2026-2027**

#### **Application for Free and Reduced Price Meals**

All families are encouraged to apply for free and reduced meals each year. Families must submit a new application every school year. Families can at any time submit a new application if there is a change in the household income or family number during the school year.

We encourage parents to apply online. Paper applications can be downloaded from our website or accessed from the front office.

Students who qualify for free meals will not be charged for meals in the cafeteria.

#### **Charge Policy**

- Parents/guardians of students determined to be “paid” or “full price”, or “reduced price” are encouraged to prepay for meals online at <http://linqconnect.com>. Cash or check can be accepted at the front office only.
- It is the responsibility of the parent to provide meal money, a bagged lunch, or to seek free or reduced meal benefits. In an emergency, meal charges will be allowed up to a limit of \$20 per student. Cafeteria managers must maintain records of all charges and repayments.
- As soon as a student has a negative balance, parents will be mailed home a letter weekly from the office.

#### **Policy Guidelines**

- Students qualifying as “reduced price”, “paid” or “full price” will receive a meal, regardless of balance owed, but will not be able to purchase non-program items such as ala carte, second meals, or snack as long as their account remains negative.
- If a parent/guardian does not want the student to receive a reimbursable meal due to a low balance and/or meal brought from home, the parent/guardian must inform the student not to go through the meal line. If the student enters the meal line, they would be provided a reimbursable meal and charged accordingly.
- If a student has a low fund balance on the prepaid account, the cashier will discretely notify the child and request that funds are added to the account by the parent/guardian.

## Student Pricing

- Students who do not qualify for free or reduced meals must pay **\$3.15** for breakfast and **\$4.50** for lunch
- Students who qualify for reduced meals will be charged **\$0.30** for breakfast and **\$0.40** for lunch

## Recovery of Payment

- Is it the responsibility of the parent/guardian to maintain a positive balance in their student's account
- All unpaid balances must be repaid to the school by the end of the year. Continued unpaid balances may result in a student not being able to participate in extracurricular activities, including field trips, at the discretion of the school administration.

## Recovering Unrecovered or Delinquent Debt

Title 2, *Code of Federal Regulations* (2 CFR), Section 200.426: Bad debts are an unallowable cost to federal programs. According to federal guidance, unpaid meal charges are designated as unrecovered or delinquent debt until it is deemed uncollectable, at which time it becomes bad debt. The difference between unrecovered or delinquent debt and bad debt is described below:

- **Unrecovered or delinquent debt** refers to meal charges that have not been paid by the student(s) or parent(s) during the fiscal year.
- **Bad debt** is considered unrecovered or delinquent debt that, after all reasonable steps have been taken, has not been recovered by, or before, the end of the fiscal year in which the debt was incurred.

The SFA will take all reasonable steps to recover the unrecovered or delinquent debt, and if unsuccessful in collecting the debt by the end of the fiscal year, then FDACS considers the debt as bad debt and the SFA will use nonfederal funding sources to repay the SFA for the total amount.

## Tracking Revenue and Expenses

The SFA will track all meal program revenue and expense on a separate line item in the general budget. Each month all revenue and costs will be reconciled and tracked, to be reviewed by the Executive Director and Operations Manager.

The SFA will track any and all nonprogram foods separately from program food costs (ie adult meals). No food items will be purchased from the food service account (fundraisers, a la carte etc. if sold will all be purchased through general fund account). Program costs consist of all reimbursable breakfast, lunch, snack or supper (as applicable), prior approved equipment purchases, and program materials (such as marketing and office supplies).

The Child Nutrition Director will be trained annually on allowable costs, bad debt procedures and the meal collection policy.

### **USDA Nondiscrimination 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, 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, audiotope, 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

**Fax:**

(833) 256-1665 or (202) 690-7442; or

**Email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.