

# City Charter High School

## Student Lunch Debt/Local Meal Charge Policy



201 Stanwix Street

Suite 100

Pittsburgh, PA 15222

(412) 690-2489

Fax: (412) 690-2316

[www.cityhigh.org](http://www.cityhigh.org)

In accordance with state mandate issued by the USDA (U.S. Department of Agriculture) and the National School Lunch Program concerning disclosure of debt procedures, City Charter High School is enacting this policy of Student Lunch Debt Collection.

Students who lose or forget to bring their ID card to lunch may see an admin member prior to lunch to obtain a lunch ticket allowing them to make any selection and be scanned into the register system without card access. Student debt will not be discussed with the student unless they specifically ask to address their account balances. While City Charter High School does offer a free reimbursable meal to every student, extras and a la carte items through our school store are available for purchase. Due to the popularity of purchasing extra items, City High will allow a negative threshold of five dollars as we make a concerted effort not to deny access to food items or stigmatize students. Once a student account has reached a zero or a negative balance up to that five dollars, City High will attempt to reach a parent or guardian by phone to arrange payments. If contact is not made by phone, a notification of balance due will be mailed home and sent to any email addresses on file. If contact and payment is still not arranged after notification, the student will not be allowed to purchase any extra items accruing further debt and will only be allowed a reimbursable meal until the account is satisfied. This limitation will also apply to students who have not replaced an ID card and have already used three lunch tickets in a trimester. Any extreme or habitual cases of unsatisfied debt will be reviewed and addressed by Administration.

Thank you for your cooperation and support of City Charter High School's Food Service Program.