



NATIVITY
PREPARATORY SCHOOL

Meal Charge Policy

Statement of Policy

Nativity Preparatory School (Nativity) participates in the USDA Child Nutrition Programs including the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and operates the program within the requirements of the federal and state regulations and guidelines applicable to the programs.

Nativity shall apply for funding under the Community Eligibility Provision (CEP) for each school year for which CEP is available and Nativity meets the eligibility criteria. If Nativity receives funding pursuant to CEP then meals will be provided to all students without cost to the student, consistent with all regulations applicable to CEP and the amount of funding received. Records shall be maintained in the form necessary to ensure Nativity's compliance and continued eligibility.

If Nativity does not receive CEP funding for a particular school year, free and reduced price meals shall be provided to students in accordance with this Policy.

Nativity's food service program shall be managed so that the nonprofit school food service account does not operate at a deficit, and so that subsidies from the general fund are limited.

Nativity provides each student with a meal (breakfast and lunch) if the student requests one, unless the student's parent or guardian has specifically opted out of the program.

Nativity recognizes that the responsibility for applying and providing all the required documentation rests with a student's parent or guardian and not the student. Therefore, when a student's application has not been fully completed, as described in this Policy, communications regarding completion shall take place only with the parent or guardian and not with the student, and the student shall not be treated differently than any other student.

Eligibility for Free and Reduced Meals

To extend the benefit of the program to all eligible students, Nativity will communicate to families the eligibility for free and reduced meals, the procedures for applying, and Nativity's policies and procedures regarding meal charges.

At the beginning of each year, information letters will be sent to households of children attending Nativity to inform families about the Child Nutrition Programs and that free or reduced price meals available to children, and the procedures for applying for enrollment in the program.

The letters may be distributed by regular mail, e-mail addressed to the parent or guardian, or included in information packets provided to students.

At the same time, Nativity will run Direct Certification to automatically identify households who qualify for free and reduced meals. No application is necessary if the household was notified by Nativity that all children have been directly certified. All families will be notified of the results.

Households who are not directly certified (do not automatically qualify for free meals), will be sent application packets that include:

- A letter with information on the process, income eligibility guidelines, frequently asked questions, and information on how they may contact the Food Program Manager to request assistance.
- A printed application for enrollment in the federal free and reduced price lunch program, or instructions on how to file an electronic application and instructions on how to obtain a paper application at no cost.
- Instructions on how to fill out the application.

After submission of the application, Nativity's Food Program Staff will review the applications and determine eligibility based on household income and family size. All families will be notified of the results.

A household may apply for benefits at any time if circumstances have changed.

Only one application is required for all children in the household.

If a household has not completed the full application process, Nativity will take the following steps:

- a. make all reasonable attempts to determine if the student is directly certified as eligible for free meals;
- b. make at least two attempts (in addition to the packet sent home at the beginning of the year) to reach the student's parent or guardian;
- c. work directly with the family to determine next steps.

Meal Charge Policy

Households are expected to pay for meals if they do not follow the full application process established in this policy.

For the 2023-2024 school year, the prices are as follows:

- **Full price breakfast costs \$1.80, reduced price is \$.30**
- **Lunch costs \$3.50, reduced cost is \$.50**

Nativity does not offer any a la carte items or adult meals.

Parents or guardians must notify Nativity if their student should not be allowed to charge meals.

Meal charges must be paid within 30 days of notification.

Households who fully participate in the application process and are not eligible for free meals, will have their meal cost covered by Nativity.

Communication of Policy to Families, Students, and Staff

This Policy shall be posted on Nativity's website and communicated in writing at the start of each school year.

Nativity will provide this policy to all school staff responsible for enforcement, including but not limited to, school food service staff, staff involved in notifying families of overdue balances, school social workers, school nurses, the parent engagement coordinator, and any staff involved in enforcing any other aspects of this policy.