



TWO RIVERS PUBLIC CHARTER SCHOOL

Meal Charge Policy

Two Rivers Overview

As a school that is committed to the success of every student, Two Rivers embraces all students and provides the necessary support to ensure their success as learners and community members, including access to nutritious meals.

Two Rivers Public Charter School is currently participating in the District of Columbia, National School Breakfast and Lunch Program, which follows USDA meal pattern requirements, rules, and regulations. The program aims to enhance children's learning abilities by meeting children's nutritional needs. Studies have shown that children whose nutritional needs are met have fewer attendance and discipline problems and are more attentive in class. A good school breakfast and lunch is not only essential to academic achievement it is also part of a good education.

Two Rivers offers Free Breakfast to ALL students regardless of the income eligibility or participation in the District of Columbia National School Breakfast and Lunch Program.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.



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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter

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;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC Law 2-38; DC Official Code §2-1402.11(2006), as amended) states the following:

Pertinent section of DC Code § 2-1402.11: It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or

perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-4559 or ohr@dc.gov.

Two Rivers Meal Charge Policy intent is to outline procedures for students not economically eligible to classify for free or reduced lunch through the federal income guidelines outlined in NSLP.



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First, we operate from a position of support. We recognize that life events may result in financial hardship; therefore, Two Rivers has a formalized Family Support Team to assist families.

The Family Support Team is a group comprised of both parents and faculty to support all Two Rivers families. There are times when every family needs some help, and the FST works to ensure that every Two Rivers family will receive the assistance that they need.

Some of the ways that the team provides support include providing meals to a family that has experienced a birth or a death, providing assistance with clothes (including Two Rivers shirts), school supplies or food; making referral to tutors, physical therapists, or mental health counselors; providing referrals for help with housing or benefits (for example TANF, SSI, food stamps or WIC); or helping to coordinate transportation and lunch for students whose families are experiencing illness or a crisis.

To ask the team for help, contact any member of the Family Support Team in person or by phone. You may also speak with the Dean of Students and Families to request support from the team or to may assist with the team

- Ms. Emily Rubin, (4th Street Elementary) - erubin@tworiverspcs.org
- Ms. Fatima Graham, (Young Elementary) - fgraham@tworiverspcs.org
- Ms. NaKeisha, Middle School Dean of Students - njones@tworiverspcs.org



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All family information and any assistance provided will be kept confidential within the team.

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At times, families may not have a financial burden, but may have simply forgotten to bring their child(ren) lunch. In those scenarios, Two Rivers is committed to ensure that no child goes without access to food.

Families are expected to pay for meals consumed by students. Our process for reimbursement is as follows:

Students will not be denied a meal during lunch. If s/he are request a meal, then teacher will:

- Notify student's parents that they have requested a meal and that a \$3.10 charge is associated with the meal;
- Provide student a reimbursable meal available; and
- Notify the campus NSLP coordinator.

The staff will not request or receive money from any student. Staff will not deny any student whose parent indicates they are unable to pay.

If a full reimbursable meal is not available to provide to student, then the teacher will contact the campus NSLP coordinator. The coordinator will check in other classrooms to gather meal components required to make it a reimbursable meal.

If the teacher begins to see a pattern of need, then s/he will contact the student's counselor. A pattern is defined as a student who requests a meal more than 4 times in one month or quarter. The school counselor will then outreach to the family to ensure that the family is not in crisis and in need of additional support services.



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Delinquency:

Two Rivers does not deny any child access to meals, re-enrollment, or vital student records if we are unable to collect a household debt accumulated by families.

Communications:

Information regarding Two Rivers meal program, including meal charge policy, can be found on the school's website, www.tworiverpcs.org, the family handbook, and periodic posting in the weekly family newsletter, The Trib.

Families can also email nslp@tworiverpcs.org to communicate with any member of the NSLP coordination team. The team comprises the Director of Operations and a site based NSLP coordinator.