Meal Charge Policy

Two Rivers Public Charter School | School Year 2026–2027

Purpose Two Rivers Public Charter School (TRPCS) aims to provide students with healthy meals at no or low cost each school day. This policy supports compliance with the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Healthy Schools Act (HSA), and establishes accountability for unpaid meal charges, which place a financial burden on the school.

Policy Families are encouraged to apply for free or reduced price meal benefits each school year and may apply or reapply at any time if household income or size changes. Food Service will notify families of eligibility after the application is processed. Online applications are available at mealapp.lunchtimesoftware.net/Default.aspx; paper applications and assistance are available through the school office.

- Free meal eligible students receive breakfast and lunch at no charge.
- Reduced price eligible students receive breakfast and lunch at no charge; TRPCS covers the reduced price household charge.
- Paid meal eligible students receive free breakfast and may receive lunch at the school's published paid meal rate.

Paid households are expected to purchase lunches before each month through two-rivers-meal-purchasing.square.site/s/shop. This policy permits charges only for unpaid reimbursable lunches actually served. A la carte items, additional meals, and adult meals may not be charged. Families may request a refund of an unused prepaid amount in writing or by email; Food Service and Finance will verify the amount after accounting for meals already covered.

Student protections No student will be denied a reimbursable meal because of insufficient funds, unpaid charges, or lack of prepayment or a payment/eligibility indicator on a roster. Staff will serve and record the meal and refer account questions to Food Service. Students will not be publicly identified, given a visibly different meal, assigned chores, or have report cards or school activities withheld because of debt. Collection contacts will be directed privately to parents or guardians.

Unpaid meals Food Service will review balances monthly and email the household by the end of the following month. The initial notice will include the balance, meal dates, payment instructions, a written copy of this policy, benefit application information, and a payment due date 15 calendar days after the notice. If no payment or response is received, staff will send an email reminder and attempt a phone call. If the balance remains unresolved, a letter will be mailed to the home address. Follow up will continue at least monthly, with contacts and payments documented. Families may request an installment plan with written amounts and due dates or dispute an incorrect charge. Meals will continue throughout collection.

For households with delinquent charges, Food Service will review current eligibility and available direct certification information, offer application assistance, and coordinate with authorized staff on applicable categorical eligibility. Accounts will be corrected for any allowable eligibility adjustments; approval does not automatically erase earlier charges.

Financial accountability Food Service and Finance will maintain meal, payment, and collection records. Finance will document reasonable collection efforts and determine when debt becomes uncollectible. Bad debt and related collection costs will not be charged to the nonprofit school food service account (NSFSA). Any bad debt previously charged to that account will be restored with nonfederal funds.

Communication A written copy will be provided annually to all families, to incoming transfer families at enrollment, and with the initial delinquent notice. The policy will be posted at tworiverspcs.org and referenced in other family communications. All staff enforcing the policy, principals, assistant principals, administrators, and staff assisting students in need will be informed annually and when duties or the policy change. TRPCS will document distribution dates and the live website address. Printed copies and language assistance are available through the school office.

Contact Christopher Headecker, Food Service Manager, through the school office, for payment plans, meal benefit assistance, refunds, or policy questions.