



CAFA Inc.
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UNPAID MEAL POLICY FY2021

The CAFA Inc. schools recognize that adequate nutrition is essential to students' mental, physical, and academic growth. All students participating in the national school breakfast program and the national school lunch program, whether at a free, reduced, or paid rate, will preorder and prepay for all meals. The district withholds meals from a student only if the district receives written direction from a parent or guardian. (Exception: Learning Foundation school located at 851 N Stapley Drive, Mesa AZ 85203 which offers free breakfast, lunch and snack to all enrolled students.)

If a student has not prepaid the cost of the meal at the time of service, the student may choose a meal from required component contributions to create a reimbursable meal. The NSLP Coordinator marks a reimbursable breakfast and/or lunch meal charging the student's account accordingly. The NSLP Coordinator sends a written letter or email (based on household preferences) to the household asking for the student balance to be paid. If a student account is in a negative balance of \$10.00, the NSLP Coordinator notifies household via phone call. The NSLP Coordinator is responsible to contact each household and maintain documentation of each household communication interaction. If a negative account balance exceeds \$30.00 the School Leader will contact the household to discuss options and see if the family is in need of assistance or to set up payment plan. After all attempts have been made to collect payment the NSLP Coordinator sends a letter to each household informing them if the negative account balance is not paid in full within 30 days from the date of the letter, the household may face legal action. For students enrolled in grades nine through twelve, appropriate school personnel may individually and discreetly direct communications regarding a low balance or money owed by students. This is in addition to the communication to the parent/guardian.

The NSLP Coordinator works with families to establish long-term repayment plans. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and collection efforts continue into the next school year.

Money may be paid to the school office personnel for student accounts via cash or check. Gifts or donated funds are accepted by the NSLP Department for the purpose of offsetting delinquent student meal accounts.

The above policy is provided on our website at lfapa.org. This meal charge policy is provided to and is reviewed with all school level staff responsible for policy enforcement, including food service personnel responsible for collecting payment for meals at the point of service, food service staff responsible for notifying families of low balances. All staff are informed of this procedure.

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, audiotape, 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.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form, AD-3027](http://www.ascr.usda.gov/complaint_filing_cust.html), 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.