



**Official Policy  
of  
Ogden Preparatory Academy**

**8. Parents and Community**

**8.07 OPA Unpaid Meal Charges Policy**

**Effective/Revision Date:** 12/14/2017

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**Unpaid Meal Charges Policy**

**Purpose:**

The National School Lunch Program is a federally assisted meal program that provides students a well-balanced meal each day. All student meals are partially reimbursed by the National School Lunch Program when the household does not qualify for a free meal. Parents of children who do not qualify for the free meal benefit are required to make payments to the student account only for the portion of the cost that is not reimbursed by the National School Lunch Program.

The Unpaid Meal Charges Policy is written to outline how Ogden Preparatory Academy will communicate to parents/guardians about the process for managing unpaid meal charges on student accounts, the procedure for collecting balances that are negative, and to assure parents that no student should be embarrassed or confronted in collecting delinquent account balances.

**Policy Information:**

When a new student registers at Ogden Preparatory Academy, parents will receive the following information from the school:

- Prices of school meals
- Parent options to provide payment for school meals
- Application for free or reduced meal pricing benefits
- Information of collection procedures for delinquent lunch accounts

This information is available to all students.

**Free/Reduced Benefit:**

Applications for the free and reduced benefit for the federally assisted meal program are available electronically in English and Spanish through the Student Information System (SIS). Applications can be available in any language in the front offices.

Families may be eligible to receive benefits from Special Nutrition Assistance Program (SNAP), Utah TANF/FEP, or FDPIR. If the student is eligible, this benefit is automatically updated in the SIS system. OPA will send a letter to the household informing parents of the student's eligibility. Any family qualifying for these benefits does not need to submit a free/reduced application form.

### **Payment Options:**

Parents have the option of paying student lunch accounts by bringing cash or check to the front offices at the school. Online payments can be made at [ogdenprep.org](http://ogdenprep.org).

### **Delinquent Accounts:**

Prior notification:

- Food Services will notify parents by e-mail or mail when the account balance is low.

Students leaving OPA:

- When students transfer to another school, or complete their 9th grade school year, payment of any negative balance is required. All negative lunch accounts must be paid at check-out.

Procedure for Collections:

- OPA will make attempts to collect the negative balance through parent notifications.
- If payment is not received or a payment plan is not established within the specified time frame, and an individual student has a negative balance greater than \$50.00, the account will be referred to collections by the administration. Any family with an aggregate negative balance greater than \$100.00, will also be referred to collections by the administration.
- Parents/Guardians of OPA students agree to pay all amounts owed within 30 days of when amounts are incurred. In the event any amount is referred to a debt collection agency, the parents/guardians will be responsible for a collection fee of up to 33.33% of the principal amount owing as allowed by Utah Code.

### **Refund Procedure:**

All balances in a student's account will roll into the next year.

When a student leaves OPA, any balance will be transferred into a sibling's account. If there is not a sibling in the school, a letter will be sent to the parent/guardian notifying them of the

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remaining balance, and a request may be made for any refund at the school. If the parent/guardian does not request a refund by the end of the same calendar year, the unclaimed balance will be donated to students in need.

Document History

Approved: 12/14/2017

Legal References

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