



Revised 1/27/23

Purpose

The Pembroke Pines Charter School System is dedicated to providing its students with healthy meals each day. The purpose of this policy is to comply with the National School Lunch and School Breakfast Program's requirement, to clearly communicate the meal charge policies in place for all students, as well as to have a uniform meal charge policy throughout the Pembroke Pines Charter School System.

Policy

1. Payments and Account Balances

Payment for all meals are expected **at** or **prior** to the time of purchase. It is the responsibility of the parents to monitor their student's meal account balance and ensure that there are sufficient funds to pay for their student's meals. Meal balances can be obtained, for free, through the MyPaymentsPlus website (<https://mypaymentsplus.com/>), the MyPaymentsPlus mobile app, or at the Point of Service. Payment options for student meal accounts are listed below.

Payment Options

- Pay online with a debit or credit card by visiting <https://mypaymentsplus.com/> (there is a small service fee of 3.99% per payment)
- Pay through the MyPaymentsPlus mobile app with a debit or credit card (there is a small service fee of 3.99% per payment).
- Send in cash or a check with the student. A check should be made payable to Pembroke Pines Charter Schools.
- Come into the cafeteria and make a payment in the form of cash or check payable to Pembroke Pines Charter Schools.

If financial hardship exists, parents are encouraged to complete a Free and Reduced Price School Meals Family Application (F&R Application). You can complete an F&R Application online by going directly to <https://frapps.horizonsolana.com/PEMP01> or by going to the **PinesCharter.net** website → Click on the Families & Community Header → Food Services → "2022-2023 F&R Application online." Please note that the F&R Application may be completed at any time during the school year.

2. Negative Balances

One or more of the following actions will be taken should your account achieve a negative balance:

- A written notification indicating the low/negative balance will be given to the student **every day** to be taken home. The notification will be given to the student by the Chartwells staff at the point of service.
- An email notification will be sent from MyPaymentPlus indicating the negative balance. (You must have a MyPaymentsPlus account in order to receive this notification.)
- A formal letter will be emailed from Focus to each household **once a week** until the negative balance is brought current (positive balance).

- A school administrative staff member will make a phone call to the respective household regarding the negative balance.
- The negative balance will be added to Focus.
- A hold will be placed on the student's eligibility to participate in school events such as field trips, dances, graduation, etc., until the account is brought current (positive balance).
- An alternative reimbursable meal will be given to the student. The alternative meal will be a cheese sandwich meal, which meets the National School Lunch and School Breakfast Program's nutritional standard guidelines.
- Ultimately a limit will be placed in the point of service system that will not allow any charges.

3. **A la Carte Items**

Students must have a positive balance in their general account in order to be able to purchase any *a la carte* items; the balance must be sufficient enough to cover the purchase. Students with a balance of \$0 or below will only be allowed to purchase a reimbursable meal. A reimbursable meal is a meal, which meets the National School Lunch and School Breakfast Program's nutritional standard guidelines.

4. **Refunds**

Three attempts will be made to refund positive meal account balances of students who withdraw or graduate from the Pembroke Pines Charter School System. After the three attempts have been exhausted, it is the responsibility of the parent to request any refunds of such balance remaining in the account by the end of the current school year or risk possible forfeiture of the positive balance.

5. **Additional Information**

- 12th graders with a balance below \$0 will be withheld their cap and gown and will not be eligible to participate in the graduation ceremony until their account is brought current (positive balance).
- Students who withdraw during the school year with a negative account balance will not have their school records released to their new school until their account balance is brought current (positive balance).
- All negative balances are expected to be paid within the current school year.
- For continuing students: Any balance (positive or negative) remaining at the end of the current school year will be rolled over to the subsequent school year. All negative balances are rolled over to the subsequent school year, and the punitive actions outlined in section 2 of this policy, will commence on the first day of the subsequent school year.
- Students approved for free meals cannot be denied a meal, even if they have a negative balance on other cafeteria purchases.
- The Charter Schools will prevent overt identification of children eligible for free, reduced price, and paid meals.
- A written copy of this policy will be provided to all households and transfer households.

If you have any questions regarding this policy, your student's meal account, or about completing a Free and Reduced Application, please call (954) 518-9030 or email us at freeandreduced@ppines.com.

BY SIGNING BELOW, YOU ACKNOWLEDGE RECEIPT OF THE PEMBROKE PINES CHARTER SCHOOLS MEAL CHARGE POLICY AS LISTED ABOVE. YOU FURTHER ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND ACCEPTED THE POLICY IN ITS ENTIRETY.

Parent/Guardian Signature

____/____/_____
Date

Parent/Guardian Printed name

Student Name

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

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