



# Meal Charge Policy

Provident Charter School recognizes adequate nutrition is essential to student mental, physical, and academic growth. All Students at Provident participating in the National School Lunch Program, whether free, reduced, or paid rate, will receive a full reimbursable lunch meal that meets the USDA requirements regardless if they do not have adequate funds in their student account or in hand to cover the cost of the meal at the time of service. Provident will withhold breakfast and/or lunch meals from a student only if Provident receives written documentation from a parent/guardian.

In all grades, if a student does not have adequate funds in their student account or in hand to cover the cost of the breakfast or lunch meal at the time of service the student will receive a meal that meets USDA meal requirements. There is a set Reimbursable meal cost for Breakfast and Lunch. A lunch reimbursable meal consists of 3, 4, or 5 items on a tray, one of which must be a fruit or vegetable. A breakfast reimbursable meal is 3 or 4 items, one of which must be a fruit. The POS cashier will key in for a reimbursable breakfast or lunch meal charging the students account accordingly. If a student has money to purchase a reduced/paid meal at the time of meal service, the student will be provided a meal. Provident will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal. Provident will send out a letter asking for the student balance to be paid along with a copy of this policy for unpaid meal charges to the parent/guardian of the student. On the second consecutive occurrence when a student account has a negative balance of -\$10.00 or greater the Provident CEO will be notified and the written notices of the negative account balances will be documented along with any other form of communication with the parents/guardians regarding the negative account balance. Students who have a negative account balance will not be permitted to purchase a la carte items until the negative balance has been paid.

Families are encouraged to apply for free and reduced meal benefits at any time. Families needing assistance to pay for school meals are encouraged to fill out an application. The application is available on [www.schoolcafe.com](http://www.schoolcafe.com) or [www.compass.pa.us](http://www.compass.pa.us). If necessary you may request a paper application by contacting the Food Service Manager. Applications for Free or Reduced Priced meals may be filled out at any point during the school year.

Families can fund student meal accounts the following ways:

- Student meal accounts can be paid using a check, with payments placed in an envelope with the student's name, marked cafeteria and dropped in the main office.
- Mail to: Provident Charter School, 1400 Troy Hill Road, Pittsburgh, PA 15212, ATTN: Cafeteria



- Checks should be made payable to PCS Cafeteria with the student's name in the memo line.
- Parent(s)/Guardian(s) also may pay with credit/debit card at [www.schoolcafe.com](http://www.schoolcafe.com) as well as set up notifications for balance.

Money that is leftover at the end of the school year is carried over to the next school year as credit. However, money that is left in delinquent status at the end of the school year is carried over to the next school year as a delinquent debt and collection efforts will continue into the new school year. If a student graduates and/or withdraws with a delinquent balance, the student will not receive his/her transcripts and/or report card. If a student graduates and/or withdraws and has money leftover in their student account, the student's parent/guardian can choose to donate the remaining balance to other Provident Charter School delinquent accounts, which will be chosen at random, or request a full refund. Reduced price meal accounts will be provided a refund.